

Share by Default extensions process Pre-application checklist

This checklist is designed to assist in the preparation of an application for extension to register or share information with My Health Record by default. The checklist should read in conjunction with the [Share by Default Extensions Process Frequently Asked Questions](#).

Eligibility

- The organisation(s) listed in the application are subject to the requirement to register or share information with My Health Record by default.

Contact details

For organisations not yet registered with My Health Record:

- I am an authorised contact on the Australian Business Register (ABR) for all organisation(s) listed in the application form or am otherwise authorised to make the application on the organisation(s) behalf.

Note: For information on how to update authorised contact details in the ABR click [here](#)

For organisations already registered with My Health Record:

- I am the Responsible Officer (RO) or Organisation Maintenance Officer (OMO) in the HPOS - Health professionals - Services Australia for all Healthcare Provider Identifier–Organisations (HPI-Os) to be listed in the application form.

Note: For information on how to update RO and OMO details in HPOS click [here](#)

Organisation details and reasons for extension

The following details are available for each organisation to be listed in the application form:

- the Australian Business Number(s) (ABN) (for organisations not yet registered with My Health Record)
- the Healthcare Provider Identifier – Organisation HPI-O Number(s) (for organisations already registered with My Health Record)
- trading name(s)
- reason(s) for seeking an extension
- details of software used to connect (or intended to connect) to My Health Record at the organisation.

Documentation and evidence

- All documentation relevant to the application are ready for upload
- Any confidential information provided in the application has been clearly marked as confidential.

Applying for multiple organisations using one application form

- All organisations to be listed on the same application form are using the same software
- All organisations to be listed on the application form require the same type of extension (i.e. extension to register or extension to share information with My Health Record)
- All organisations to be listed on the application form require an extension for the same reason(s).