



Assisting a patient to register for a My Health Record

Note:

Before undertaking these steps, please ensure your organisation is registered to participate in My Health Record and has fulfilled the requirements outlined in the Assisted Registration – Readiness Checklist, available at: <https://myhealthrecord.gov.au/internet/mhr/publishing.nsf/Content/assisted-reg-readiness-checklist>

1. In the **Reception** tab, select **Patients (F4)**, then search for and open the patient's local record.

Select **Register for My Health Record** (bottom-right corner).

2. Review the patient's **Identity Details** to verify they are correct, then select **Next**.

3. Confirm with the patient what information they consent to being included in their My Health Record and select their responses in the drop-down menus.

Select the tick box to confirm you have obtained the patient's consent to create a My Health Record for them and upload documents to it, then select **Next**.

