



Purpose of this form

Use this form to apply to the Australian Digital Health Agency (the System Operator under the *My Health Records Act 2012*) to register for your own My Health Record.

Alternatively, you can register for a My Health Record:

- online at <https://www.digitalhealth.gov.au/initiatives-and-programs/my-health-record/getting-started/set-up-your-record-online>
- by phoning the My Health Record Help line on **1800 723 471**.

In this form, the terms 'we' and 'us' mean the Australian Digital Health Agency (the Agency). These terms may also refer to the Agency's delegates, including the Chief Executive Medicare and relevant contracted service providers that help carry out My Health Record functions.

To apply

To apply for a My Health Record, you must:

- **be 14 years or older**
- **have the capacity to make decisions for yourself**
- **have an Individual Healthcare Identifier (IHI)** – an IHI is a unique 16-digit number used to identify an individual for healthcare purposes. It helps ensure the right information is associated with the right individual at the point of care. **If you are enrolled in Medicare, or are listed on a Medicare or DVA card, you will already have an IHI.** If you are not enrolled in Medicare and are not listed on a Medicare or DVA card, you need to get an IHI before completing this form. To apply for an IHI, visit <https://www.servicesaustralia.gov.au/how-to-get-individual-healthcare-identifier?> or call the Healthcare Identifiers Service on **1300 361 457**.

If we need to contact you

If we need to contact you about your application, we will use the phone number you provide at question 8 in this form. If we cannot contact you on this number, we will use your email address if you provide one. If we don't have your phone number or email, we will write to you using your mailing address held by Medicare, the Healthcare Identifiers Service or the Department of Veterans' Affairs (DVA).

If you need to contact us

Phone us on **1800 723 471** (option 1), 24 hours a day, 7 days a week, except for national public holidays.

Accessing your My Health Record

We will let you know when you are registered.

Once you are registered, go to www.my.gov.au, log into your myGov account or create a myGov account if you don't have one, and link your myGov account to your My Health Record. You will then be able to view and manage your My Health Record.

Privacy collection notice

The collection, use and disclosure of personal information in this form is authorised by the *My Health Records Act 2012*, the *Healthcare Identifiers Act 2010* and the *Privacy Act 1988*.

If the information you provide in this form is incomplete, incorrect or illegible, we may not be able to accurately identify you.

If this is the case, we will attempt to contact you using the contact details you provide in this form. However, if we cannot contact you or you do not provide the information we need, we may not be able to process your application.

Why we collect personal information

We use your personal information in this form to:

- verify your identity
- check whether a My Health Record already exists for you
- create your My Health Record
- enable health and other personal information about you to be included in your My Health Record.

What personal information is disclosed to register for a My Health Record?

We will use the information in this form and information from Medicare to help verify your identity.

What information is collected once your My Health Record is created?

Once your My Health Record is created, information held by the Chief Executive Medicare will be included in your My Health Record unless you tell us otherwise. Medicare information that may be included in a My Health Record includes:

- details of the last two years (if available) and any future Medicare Benefits Schedule (MBS) claims (including claims that are processed by Services Australia on behalf of DVA)
- details of the last two years (if available) and any future Pharmaceutical Benefits Scheme (PBS) claims (including DVA claims under the Repatriation Pharmaceutical Benefits Scheme (RPBS) that are processed by Services Australia)
- organ and/or tissue donation decisions recorded on the Australian Organ Donor Register (AODR)
- vaccines administered to you that are recorded on the Australian Immunisation Register (AIR).

If you do not want this information in your My Health Record:

- complete Q15 in this form, or
- change your Medicare information settings in your My Health Record when you first access the record or at any other time.



We will also collect personal information when a registered healthcare provider organisation uploads health information to your My Health Record.

The personal information may be contained in, for example, shared health summaries, discharge summaries, diagnostic imaging or pathology reports, or prescribing and dispensing information. You can ask your healthcare provider not to upload documents to your My Health Record. Healthcare providers must comply with this request.

You can choose which healthcare provider organisations can access your My Health Record and/or documents in it by setting access controls. If you do not set these access controls, registered healthcare provider organisations involved in your care will be able to access your My Health Record and documents in it.

Disclosing personal information overseas

My Health Record information is stored in Australia. We will not disclose My Health Record information overseas unless you or your registered healthcare provider organisations access the My Health Record while overseas.

For more information

The My Health Record privacy policy outlines how we manage your health and other personal information. It also explains how you can access and correct personal information or make a privacy complaint. You can access the privacy policy at <https://www.digitalhealth.gov.au/about-us/policies-privacy-and-reporting/privacy-policy> or by calling **1800 723 471**.



Your details

1. Family name

2. First given name

3. Other name(s)

4. Sex: Male ☐ Female ☐

5. Date of birth (dd/mm/yyyy)

6. Please provide ONE of the following:

Your Medicare card number and Individual Reference Number (IRN) (number beside your name)

OR

Your Department of Veterans' Affairs (DVA) card number

OR

Your Individual Healthcare Identifier (IHI)

Note: These numbers are either on the front of your Medicare or DVA card or in the IHI letter that was issued with your name on it.

7. Current address (If this address is not the same as the one recorded with Medicare, DVA or Healthcare Identifiers Service, please update it before submitting this form. To update your address, call Services Australia on **132 011** or DVA on **133 254**).

State

Postcode

8. Your best contact number including your area code

Your email address (optional)

Note: We will use this number (or email address if provided) only if there is an issue processing your application. We will not record the number and/or email address on your My Health Record.

9. Information you DO NOT want included in your My Health Record:

Please read this before answering:

The Chief Executive Medicare may hold information about you that will be included in your My Health Record, including details of claims up to 2 years old. The information may indicate diagnosed conditions and illnesses, and can help healthcare providers understand your health.

You can choose not to include this information by ticking one or more boxes below. You can change these settings in your My Health Record at any time.

Claims for Medicare benefits under the MBS (or DVA claims)

- ☐ Do not include details of past MBS or DVA claims (future claims will be included)

OR

- ☐ Do not include details of past or future MBS or DVA claims

Claims for pharmaceutical benefits under the PBS or RPBS

- ☐ Do not include details of past PBS or RPBS claims (future claims will be included)

OR

- ☐ Do not include details of past or future PBS or RPBS claims

Other information

- ☐ Do not include my organ and/or tissue donation decision(s) sourced from the Australian Organ Donor Register (AODR).
- ☐ Do not include details of my vaccinations sourced from the Australian Immunisation Register (AIR).

Your signature

I am applying to register for a My Health Record and:

- I declare that the information in this application is accurate, and any supporting documents are correct, and
- I understand my health information will be uploaded to the My Health Record system by registered healthcare provider organisations involved in my care, subject to any express advice I give my healthcare providers not to upload that information.

Applicant's signature

Date

Note: Giving false or misleading information is a serious offence.



IMPORTANT - Before you submit this form

Before you submit this form, make sure you have:

- ☐ completed, signed and dated the form
- ☐ included certified copies of your identity documents which add up to 100 points (as outlined in pages 5 and 6)

Where to send this form

Mail your completed and signed form, and all supporting documents to:

My Health Record
GPO Box 9942
Sydney NSW 2001



Documents to provide with this form

You must provide identity documents with your application. These documents must be in English and be **certified copies** of the original document.

What is a certified copy?

A 'certified copy' is a photocopy of an original document that has been endorsed by an appropriate person (see page 7) as being a true copy of the original.

The certification must state that the certifier has sighted the original document and believes the copy to be a true copy of the original document. The certifier must sign the copy by hand and include the date, their full name, address or contact phone number, and occupation as listed on page 7.

More than one document can be photocopied onto the same page, but each document on a page must be certified separately. Provide the front and back of the document if stated in the Identity documents table below.

Documents not in English must be translated into English. Provide certified copies of the original, non-English document and the English translation.

Provide the certified copy with the hand-written signature – do not send a photocopy of the certification.

Documents can be certified at any time before we receive them. However, the original document must still be valid at the time we receive the certified copy except for expired passports as listed in the Primary Documents table below.

Identity documents

You must provide certified copies of documents that prove your identity. You can provide either:

- one primary and one secondary document from the list below, or
- a combination of secondary documents from the list below.

The documents must add up to at least 100 points.

The following table lists the documents you can provide and how many points each document is worth.

Primary documents – you can provide one primary document only	Points
<ul style="list-style-type: none">• Birth certificate or birth card issued by a Registry of Births, Deaths and Marriages• Australian citizenship certificate• Current Australian passport• Current foreign passport with a valid Australian visa or travel document with a valid Australian visa• Expired Australian passport which has not been cancelled and was current within the last two years• Australian ImmiCard• Other document of identity equivalent to a passport, e.g. diplomatic documents• Australian armed service papers	70
Secondary documents – you can provide more than one secondary document. You can provide two documents from the first section below but only one document from other sections	Points
<p>The following must show your name and photo:</p> <ul style="list-style-type: none">• Driver licence issued by an Australian state or territory• Licence or permit issued by an Australian state, territory or Commonwealth government, e.g. a boat licence• Identification card issued to an Australian state, territory or Commonwealth government employee• Identification card issued by an Australian state, territory or Commonwealth government, e.g. proof of age card	70



<p>The following must show your name and address:</p> <ul style="list-style-type: none"> • Mortgage or other instrument of security held by a financial body • Local government (council) land tax or rates notice • Land Titles Office record 	40
<p>The following must show your name:</p> <ul style="list-style-type: none"> • Medicare card • DVA card • A card issued by an Australian state, territory or Commonwealth government as evidence of the person's entitlement to a financial benefit e.g. Seniors Card, Pensioner Concession Card, Health Care Card • Identification card issued to a student at a tertiary education institution • Marriage certificate (as evidence of maiden name only) 	35
<p>The following must show your name and signature (provide front and back of document to show signature if necessary):</p> <ul style="list-style-type: none"> • Credit, debit or EFTPOS card • Foreign driver licence • Membership to a registered club • Membership to a recognised motoring association, e.g. NRMA, RACQ, RACV 	35
<p>The following must show your name and address.</p> <ul style="list-style-type: none"> • Records of public utility – phone, water, gas or electricity • Records of financial institution • Lease/rental agreement 	35
<p>The following must show your name:</p> <ul style="list-style-type: none"> • Record of primary, secondary or tertiary education institution attended within the last 10 years • Record of membership of a professional or trade association 	25



These people can certify your documents

1. A person who is currently licensed or registered under law to practice in one of the following occupations:
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
2. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia as a legal practitioner (however described)
3. A person who is in the following list:
 - Agent of the Australian Postal Corporation who oversees an office supplying postal services to the public
 - Australian consular officer or Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
 - Bailiff
 - Bank officer with five or more continuous years of service
 - Building society officer with five or more years of continuous service
 - Chief executive officer of a Commonwealth court
 - Clerk of a court
 - Commissioner for affidavits
 - Commissioner for declarations
 - Credit union officer with five or more years of continuous service
 - Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia and
 - authorised under paragraph 3(d) of the *Consular Fees Act 1955* and
 - exercising his or her function in that place.
 - Employee of the Commonwealth who is:
 - in a country or place outside Australia and
 - authorised under paragraph 3(c) of the *Consular Fees Act 1955* and
 - exercising his or her function in that place
 - Fellow of the National Tax Accountants' Association
 - Finance company officer with five or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 - Master of a court
 - Member of Chartered Secretaries Australia

- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - an officer or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service or
 - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - the Parliament of the Commonwealth or
 - the parliament of a state or
 - a territory legislature or
 - a local government authority of a state or territory.
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - the Commonwealth or a Commonwealth authority or
 - a state or territory or a state or territory authority or
 - a local government authoritywith five or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or deputy registrar, of a court
- Senior Executive Service employee of:
 - the Commonwealth or a Commonwealth authority or
 - a state or territory authority.
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

