



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://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/register-patients-for-my-health-record>

1. Double-click on the **Assisted Registration** icon on the desktop.



2. Search for the patient, highlight their name, then select **Register Adult**.

My Health Record Assisted Registration

Search patient

Patient Name: Curtin

Name	DOB	Age	Gender	Medicare No	DVA No	Address	IHI	My Health Record Status
Curtin, Brianna	20/05/1998	18	F	2950 79008 1		46 Woodlands Ave, Chester Hill 2...	8003 6088 3337 8615	Does not exist or not disclosed as of 29/03/2...
Curtin, Elizabeth	18/08/1976	40	F	2950 79008 1		46 Woodlands Ave, Chester Hill 2...	8003 6080 0004 5914	Does not exist or not disclosed as of 16/08/2...
Curtin, Hudson	05/05/1976	40	M	2950 79017 1		57 Woodlands Ave, Chester Hill 2...	8003 6083 3337 8651	Exists with access permission as of 11/04/2017
Curtin, Jake	27/06/1999	17	M	2950 79008 1		46 Woodlands Ave, Chester Hill 2...	8003 6086 6671 1155	Exists with access permission as of 06/04/2016
Curtin, Laura	05/03/1937	80	F	2950 79026 1		87 Chapman Ave, Gurnang 2787	8003 6085 0004 5331	Exists with access permission as of 31/01/2017

Register Adult Register Child Audit Log Close

3. Select an **Identity Verification Method** from the drop-down menu.

Identity Verification Method*

- Attending third or more consultation and Medicare/DVA card
- Attending hospital with their clinical referral and Medicare/DVA card
- Attending emergency department with PHOTO ID with Medicare/DVA card
- Having prescriptions filled on three or more occasions in the past year and Medicare/DVA card
- Enrolled and attending Aboriginal Medical Service and Medicare/DVA card
- Attending third or more consultation and has a digital health Record
- Identity verified by referee consistent with My Health Record requirements
- Resident of Aged Care facility and Medicare/DVA card
- 100pts of documentary evidence consistent with My Health Record Individual Identity Framework
- Other criteria approved by the System Operator

4. Confirm with the patient what information they consent to being included in their My Health Record and select the corresponding tick boxes.

Consented Medicare Information to be included in digital health record

- Details of all future claims made for Medicare benefits when an individual receive a healthcare service that is covered under the Medicare Benefits Schedule (MBS)[^]
 - AND details of any past claims for Medicare benefits, if available[^] (This option is only available if an individual have selected 'all future claims' above.)
- Details of all future claims made for Pharmaceutical benefits when an individual receive medication that is covered under the Pharmaceutical Benefits Scheme (PBS)^{^^}
 - AND details of any past claims for Pharmaceutical benefits, if available^{^^} (This option is only available if an individual have selected 'all future claims' above.)
- Organ and/or tissue donation decision(s), which are sourced from the Australian Organ Donor Register (AODR)
- Details of immunisations up until the age of 7, sourced from the Australian Childhood Immunisation Register (ACIR)

Note:
[^] includes claims successfully processed on behalf of the Department of Veterans' Affairs (DVA), in accordance with eligibility entitlements provided by DVA.
^{^^} includes claims successfully processed on behalf of DVA under the Repatriation Pharmaceutical Benefits Scheme.

