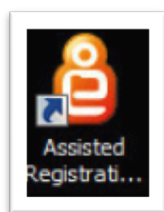


## Assisting a patient to register for an eHealth record

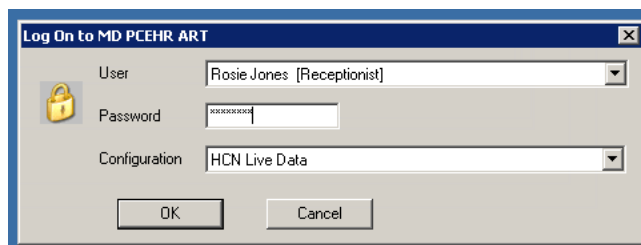
### Before undertaking these steps, please ensure that:

- Ensure your practice and procedure manual has been updated to include an Assisted Registration policy.
- You have been authorised by your practice to register patients for an eHealth record, as per the *'Assisted Registration: A guide for Healthcare Provider Organisations'* document.
- Your user permissions allow *'PCEHR Assisted Registration'*
- The patient has read the *'Essential Information about assisted registration and your privacy in the eHealth record system'* document
- The patient has completed and signed the one page Assisted Registration Application form. This form is to be stored in accordance with the practice's Assisted Registration policy.
- The patient's Healthcare Identifier has been validated in the patient details page.

### 1. Open the MD PCEHR ART application (icon on your desktop).



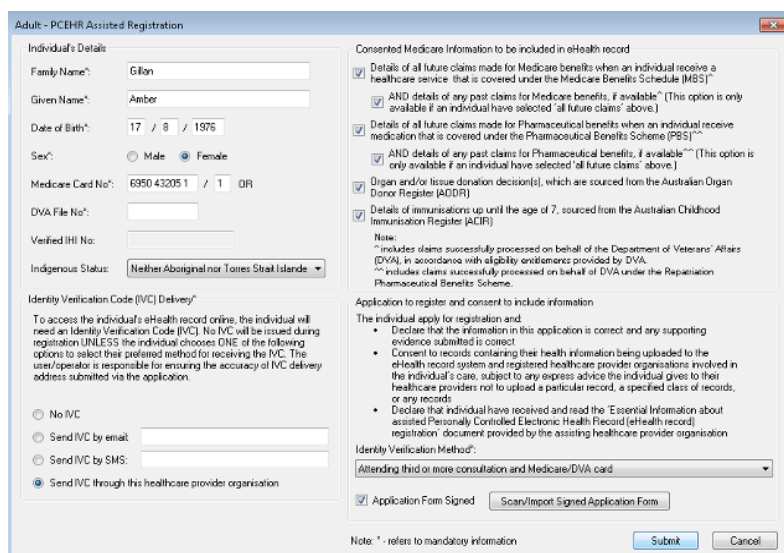
### 2. Log in by selecting your user name and entering your password.



### 3. Select patient's name and Register Adult (or Register Child).

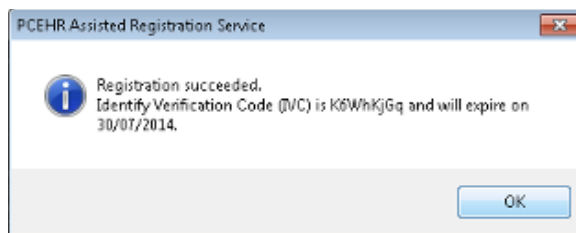
The patient's demographics will populate automatically into the form.

Replicate the options selected by the patient on their signed Application form.




Assisting a patient to register for an eHealth record

- 4 **Confirmation prompt** appears and **IVC code** is shown if selected.



#### Useful Links:

- Assisted Registration Information and Application forms  
[http://www.ehealth.gov.au/internet/ehealth/publishing.nsf/content/assistedreg\\_05](http://www.ehealth.gov.au/internet/ehealth/publishing.nsf/content/assistedreg_05)
- Software demonstration for Assisting a patient to register for an eHealth Record with Medical Director  
<http://www.nehta.gov.au/assets/cup-articulate/assisted-registration/medicalDirector/>

