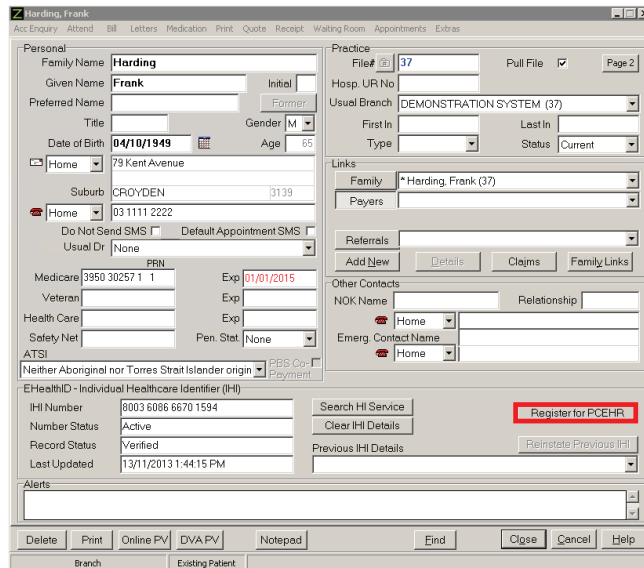


Assisting a patient to register for an eHealth record

Before undertaking these steps, please ensure that:

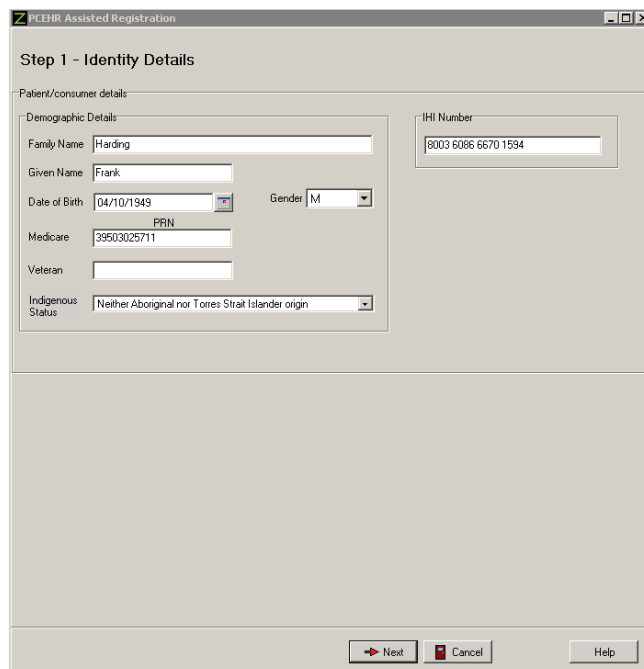
- Ensure your practice and procedure manual has been updated to include an Assisted Registration policy.
- You have been authorised by your practice to register patients for an eHealth record, as per the `Assisted Registration: A guide for Healthcare Provider Organisations` document.
- Your user permissions 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 In the Patients details form, click `Register for PCEHR`.



The screenshot shows the 'Patients details' form for Frank Harding. The form is divided into several sections: Personal, Practice, Medicare, and IHI. The 'Personal' section includes fields for Family Name (Harding), Given Name (Frank), Date of Birth (04/10/1949), and Address (79 Kent Avenue, CROYDEN, 3139). The 'Practice' section shows the Practice File# (37) and Usual Branch (DEMONSTRATION SYSTEM (37)). The 'Medicare' section includes Medicare Number (3950 302571) and Expiry Date (01/01/2015). The 'IHI' section shows the IHI Number (8003 6086 6670 1594) and a status of 'Active'. A red box highlights the 'Register for PCEHR' button in the bottom right corner of the form.

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

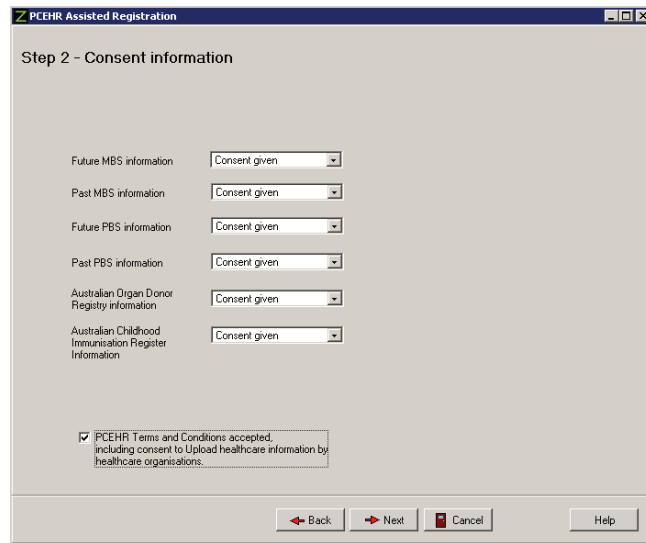


The screenshot shows the 'PCEHR Assisted Registration' form, Step 1 - Identity Details. The form is titled 'Patient/consumer details' and contains the following information: Demographic Details: Family Name (Harding), Given Name (Frank), Date of Birth (04/10/1949), Gender (M), Medicare (39503025711), Veteran (None), Indigenous Status (Neither Aboriginal nor Torres Strait Islander origin). IHI Number: 8003 6086 6670 1594. The form has 'Next', 'Cancel', and 'Help' buttons at the bottom.



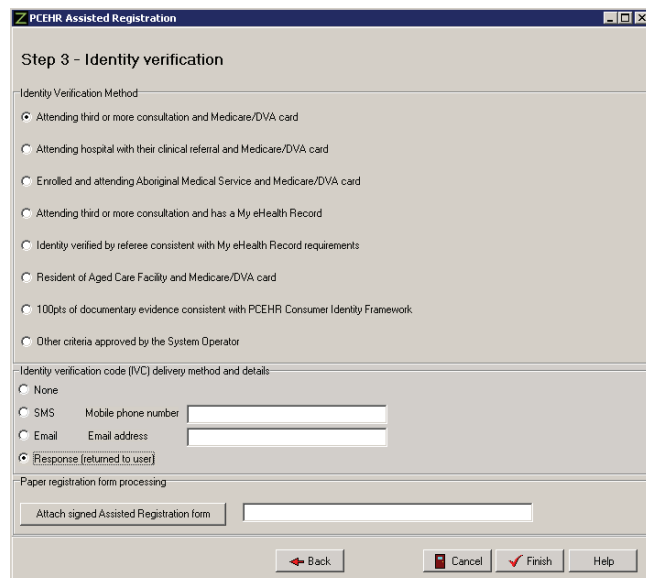
Assisting a patient to register for an eHealth record

- 3 Record** patient's Medicare consent information.
- Tick** 'PCEHR Terms and Conditions accepted' to confirm that the patient has signed the application form and has provided consent to upload records containing their health information to the eHealth record system.



The screenshot shows the 'Step 2 - Consent information' window. It contains several dropdown menus for consent: Future MBS information, Past MBS information, Future PBS information, Past PBS information, Australian Organ Donor Registry information, and Australian Childhood Immunisation Register information. All are set to 'Consent given'. A checkbox at the bottom is checked, indicating 'PCEHR Terms and Conditions accepted, including consent to Upload healthcare information by healthcare organisations'. Navigation buttons for Back, Next, Cancel, and Help are at the bottom.

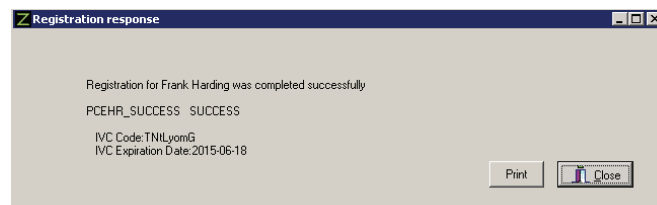
- 4 Select** one of the 'Identity Verification Method' options and the patient's 'Identity Verification Code Delivery (IVC)' delivery method preference.
- Scan and attach signed Assisted Registration form if applicable and **click** 'Finish'.



The screenshot shows the 'Step 3 - Identity verification' window. It lists several 'Identity Verification Method' options with radio buttons. The first option, 'Attending third or more consultation and Medicare/DVA card', is selected. Below, there are sections for 'Identity verification code (IVC) delivery method and details' with radio buttons for 'None', 'SMS' (with a mobile phone number field), 'Email' (with an email address field), and 'Response (returned to user)'. The 'Response (returned to user)' option is selected. There is also a section for 'Paper registration form processing' with an 'Attach signed Assisted Registration form' button and a text field. Navigation buttons for Back, Cancel, Finish, and Help are at the bottom.

Confirmation prompt appears and the 'IVC code' is shown if selected.

A copy of the IVC code and instructions on how to access the eHealth record can be printed and handed to the patient.



The screenshot shows the 'Registration response' window. It displays a success message: 'Registration for Frank Harding was completed successfully'. Below this, it shows 'PCEHR_SUCCESS SUCCESS' and the IVC Code: TN1LjomG, with an IVC Expiration Date of 2015-06-18. There are 'Print' and 'Close' buttons at the bottom right.

Useful Links:

- Assisted Registration Information and Application forms
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 Zedmed
<http://www.nehta.gov.au/assets/cup-articulate/assisted-registration/zedmed/>

