

Types of Employee Roles and Responsibilities (sourced from NEHTA)

Role	Responsible Officer (RO)	Organisation Maintenance Officer (OMO)	Authorised Employee (HI Service only)	Authorised Employee (My Health Record system)	Provider (HPI-I)
<i>Example – Employee from General Practice</i>	Business Owner	Practice Manager	Receptionist	Social Worker / Aboriginal and Torres Strait Islander Health Worker	GP / Registered Nurse
IHI Search and Download			✓	✓	✓
Digital Health Record Assisted Registration				✓	✓
View a digital health record and download clinical documents				✓	✓
Author clinical documents for a digital health record					✓
Upload clinical documents to a digital health record				✓	✓
Manage Organisation interactions with HI Service and My Health Record system	✓	✓			

For help completing these steps, contact the [NEHTA Help Centre](#) on 1300 901 001.