

My eHealth Record

Consumer Registration – Communicare

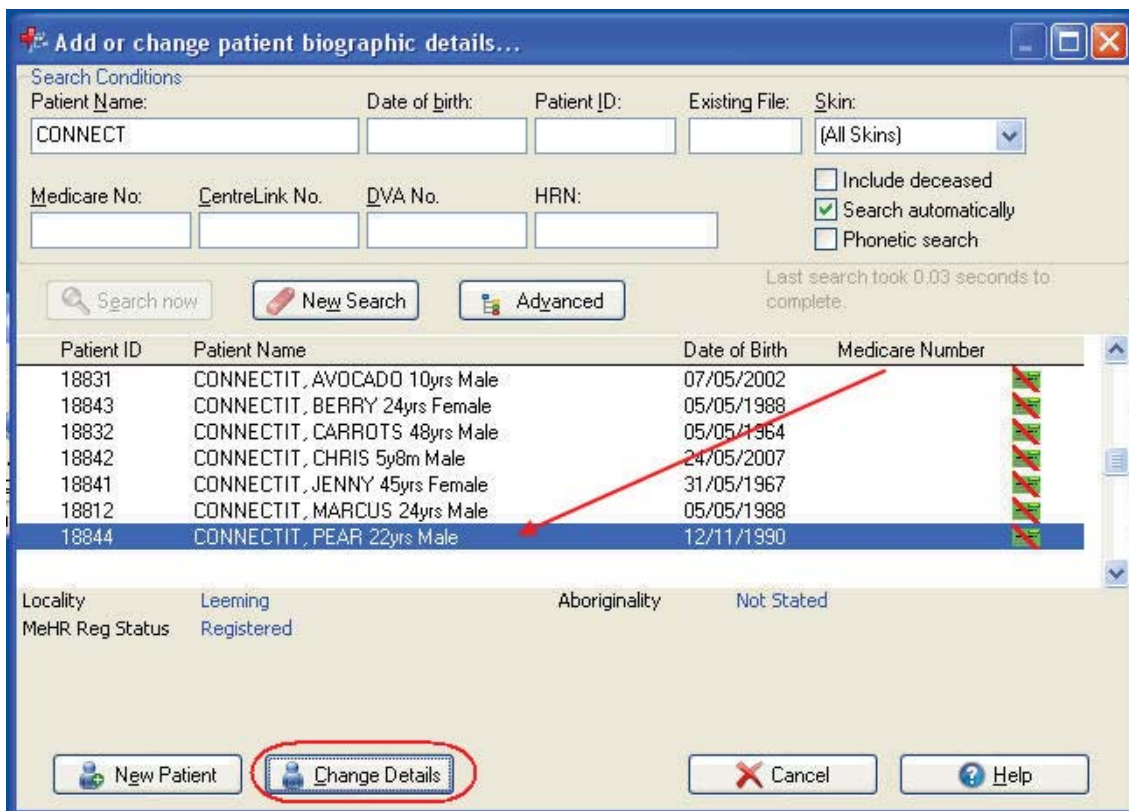
How to register a patient for My eHealth Record

Before registering a patient with MeHR, several checks must first be performed prior to patient registration in order to **prevent duplicate registrations**.

First, check if the patients MeHR identifier has already been entered into the Communicare system. Click on either the **Patient Biographics** icon or the **Clinical Record** icon from the Communicare toolbar.



Select the patient from the results list then click on the **Change Details** button.



Government of Western Australia
Department of Health
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If there is an identifier displaying in the MeHR field then the patient has already been registered with MeHR and been added to the Communicare system. No further action is required.

Click on the **Save** button at the bottom of the screen to return to the Communicare Search page.

Change Person Details

Personal | Social | Administration

Names: [Forenames: PEAR] Sex: M Date of Birth: 12/11/1990 [Estimated] Birth weight: [] Kg

Forenames	Family Name	Preferred	Nyaparu
PEAR	CONNECTIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Aboriginality: Not Stated

Addresses: From 25/06/2009

Line 1: []
Line 2: []
Locality: Leeming WA 6149
Phone: []

Home Contact Mail Temp

Contact details: Work Phone: [] Mobile Phone: [] Email: []

Identification numbers: Patient ID: 18844 IHI Number: [] HRN: 2048524 MeHR: HC003102 **Registered**

Medicare: Number: [] Reference: [] Valid to: []

CentreLink: [] Card Expiry: []

DVA: [] Card Expiry: []

Buttons: Back Next **Save** Cancel Help

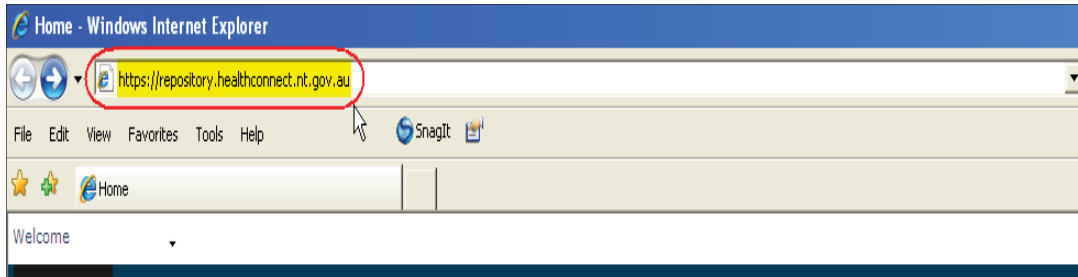
If the patient DOES NOT have a MeHR identifier added to this field then a search of the MeHR is required before registration should proceed.

****If your Health Facility has eRegistration active then please refer to the Communicare MeHR eRegistration User Sheets. If eRegistration is not active then continue reading****

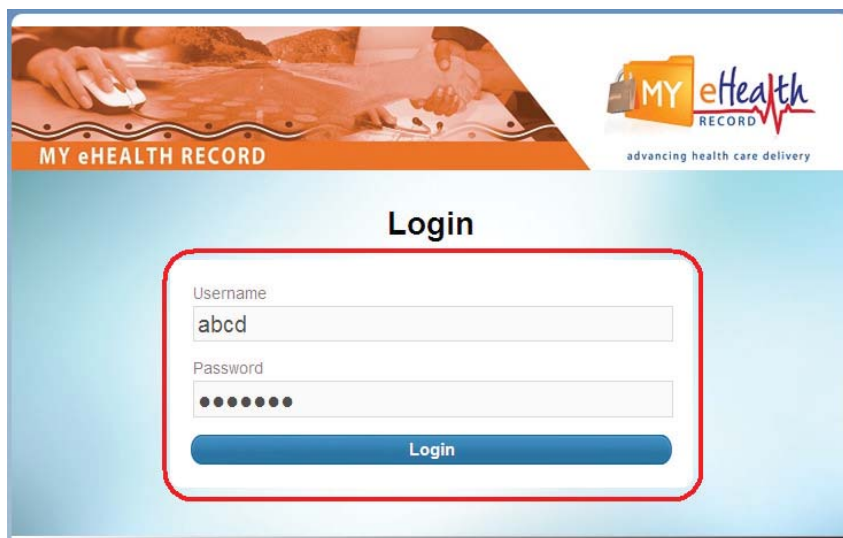
To search for a visitor's record in the My eHealth Record, go to the MeHR repository on the internet.

The MeHR repository address is: <https://repository.healthconnect.nt.gov.au>

Make sure that the S is included in the https.



The logon page for the My eHealth Record will then display. Enter your user name and password into the Sign In fields. Click the Login button to enter the repository.



The MeHR Consumer Search page will automatically display after logging in.

Searching for a consumer can be performed as either a **Details Search** or an **Id Search**. Click on the Details Search tab to search for your consumer by their demographic details. Click **Find** or click **Reset** to clear all search fields.



Click on the ID Search tab to search by **HCID**, which is a consumer's unique My eHealth Record registration number, **HRN** (NT Hospital Reference Number) or **IHI** (Individual Health Identifier).

Enter the appropriate search details of Consumer then click **Find**. Click **Reset** to clear the Detail search fields.

The search results will then display. Confirm that you have the correct patient by matching name, DOB etc. In the result display, the HCID of the patient will be visible.

	Surname	Given names	Name Type	Gender	Birth date	HCID	Other IDs	Status	Events
Details	dummie	dummie	Main Name	Female	04/07/1973	HC000095	HRN: 809071	Active	View (8)
Details	Dummu	Jo	Main Name	Female	01/01/1980	HC003394		Active	View (0)
Details	Dummu	joan	Main Name	Female	01/01/1980	HC003395	HRN: 2005896	Active	View (0)
Details	Dummy	Dummie	Alias	Female	01/01/1945, ...	HC000047	HRN: 2002566, IHI: 6546765	Active	View (260)
Details	Dummy	Joanna	Main Name	Female	01/01/1945, ...	HC000047	HRN: 2002566, IHI: 6546765	Active	View (260)
Details	Dummy	Joe	Alias	Female	10/12/1970	HC003119	HRN: 0123	Active	View (2)
Details	Dummy	Joe Dummy	Alias	Female	10/12/1970	HC003119	HRN: 0123	Active	View (2)
Details	Dummy	Maggy	Main Name	Female	01/01/1980, ...	HC000226	HRN: 1202762, IHI: 256487	Active	View (80)
Details	Dummy	Tester one	Main Name	Male	01/01/1980	HC000133	HRN: 2003534	Active	View (18)
Details	DummyFive	DummyFive	Main Name	Unknown	11/03/1997	HC020004	IHI: 8003605679793550	Active	View (2)
Details	Dummyy	Dummyy	Main Name	Unknown	01/01/2100	HC003396	HRN: 0123499	Active	View (12)

Return to Communicare and enter the HCID number into the blank **MeHR** field in the **Identification Numbers** area. Click **Save** to save your changes and return to the Communicare search page.

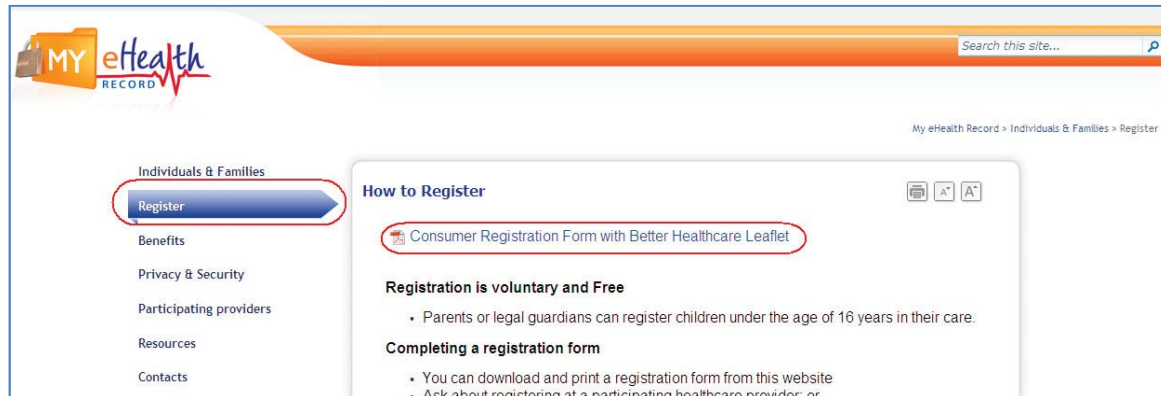
The screenshot shows the 'Change Person Details' window with the 'Personal' tab selected. The 'Names' section shows forenames 'PEAR' and family name 'CONNECTIT'. The 'Identification numbers' section includes fields for Patient ID (18844), IHI Number, HRN, and MeHR. The MeHR field is currently empty and has an 'eRegistration' button next to it. At the bottom of the window, the 'Save' button is highlighted with a red circle.

If the HCID entered has already been entered in the biographics of another patient, a warning message will display advising that the MeHR ID is already being used by another patient and to please update their MeHR ID or use another. The HCID will not be saved. Click the OK button to continue. Ensure that the HCID you have entered is correct and not being used by another patient.

This screenshot shows the same 'Change Person Details' form as above, but with a 'Communicare' dialog box overlaid. The dialog box contains the following text: 'This MeHR ID is currently used by the following patient(s): ALANTESTGTESTALAN, DOB: 09/09/1990. Please update their MeHR IDs or use a different ID.' The 'OK' button in the dialog box is highlighted with a red circle.

If your patient is **NOT** MeHR registered and they would like to be then they are required to complete the **My eHealth Record Consumer Registration form**. This form can be downloaded from the internet by going to: <http://www.myhealthrecord.com.au/register/Pages/default.aspx>

Click on the PDF link on the website to open the form and print it.



There are several sections of the form that the patient and a witness are required to complete. They are as follows:

Section 1 – Applicant Details: Complete all Name, Date of Birth and contact fields in Section 1. Ensure that the **Nominated Health Centre/s or GP Practice/s** field is also completed.

Section 2 – Optional Details: These questions are optional however entering **Next of Kin** details may help to correctly identify this patient's information from any others with a similar name or DOB.

Section 3 – Registration for children under 16yrs: If the patient that is being registered has children under the age of 16 years, the children can also be registered at the same time. Complete the **Child Details** fields separately with each child's name, DOB, gender etc.

Section 4 – Evidence of Identity: There are two options available for evidence of identity. Either the patient can present photographic ID as proof eg driver's licence, passport etc or a clinic staff member can act as a referee by ticking the **Option 2** tick box and entering their own details and signing the **Referee Declaration**.

Section 5 – Applicant Declaration and Signature: Ask the patient to read this section carefully. If they are unable to do this, then please read this section to them, so they understand what they will be signing. The patient must then sign and print their name and insert the date. A witness must then also sign and insert their name and the date.

Section 6 – Interpreter Declaration: If the patient has required the assistance of an interpreter to complete the registration form then the interpreter must enter their details into section 6.

Section 7 – Approved List of Referees: This list indicates what is considered to be an appropriate referee.

The Better Health Care information sheet provided with the form must be given to the patient.

Once the form has been completed and it has been signed and witnessed it should then be returned to the MeHR Registration Team by:

Fax – 8924 7266,

Mail: GPO Box 156, Darwin NT, 0801

Email: mehr.ths@nt.gov.au

Should you require any assistance please call or email

My eHealth Record Helpdesk

1800 247 430 / mehr.ths@nt.gov.au