

advancing health care delivery

# My eHealth Record

# Registered Consumer List By Facility Report

Run this report to find how many of your patients have registered for the My eHealth Record

To run the Registered Consumer List by Facility report go to the My eHealth Record 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 login page for the My eHealth Record will then display. Enter your user name and password in the login fields. Click the Login button to enter the repository.

















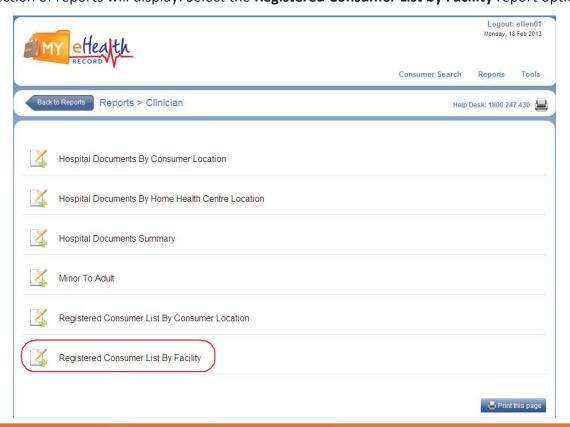
The MeHR Consumer Search page will display. From MeHR toolbar click the Reports option.



Select the Clinician Reports option.



A selection of reports will display. Select the Registered Consumer List by Facility report option.





The Registered Consumer List by Facility report criteria page will display. Click on the drop down arrow for Facility and select the desired Facility.

A Document Date Range must also be selected before creating reports. Selecting the date range can be done using the following options:

- Click on any of the pre defaulted time frames to automatically fill the date range ie: Today / Week / Fortnight / Month / Quarter / Year
- ➤ Manually type in a specific date range using the date format DD/MM/YYYY or;
- ➤ Use the Calendar picker, which displays when you click on the date fields, to select a specific date range for date from and date to.

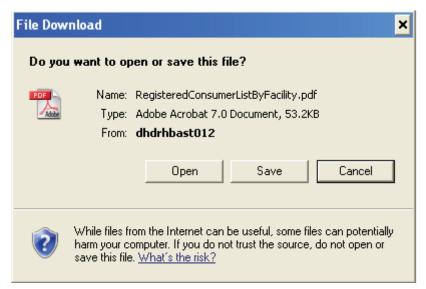


With all fields completed, click the **Run Report - PDF** button to run the report to a PDF document or click **Run Report - CSV** to run the report to an Excel Spreadsheet. Click **Reset** to clear all report fields.





In order to view the Registered Consumer List by Facility report as a PDF document, a download message will display. Click Open to view the report. Alternatively, click Save to save the report to your computer.



The report results will display on the screen in a PDF document and can also be printed. It will indicate the Consumer Name, Gender, DOB, HCID, HRN, Status, Alias, Date of Registration, Residential Address, Suburb and Post Code.

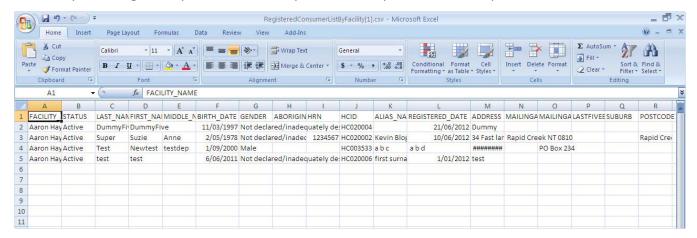
Consumer Nam Anderson, Sharon	<u>Gender</u> Female	DOB 03/03/1983	HCID HC020027	HRN 2003896	Status Active	Alias_Name	Date of Reg 25/07/2012	Residential Address 2 Duck Place	<u>Suburb</u> Durack	Post Code
omet, Clive John	Male	24/11/1982	HC020020	5555555	Active	Cliff Commet	19/07/2012	binjari	Darwin	0810
connectit, Fig qwertyuiop wertyuiop qwertyuiop	Male	01/01/1940	HC020024	2003766	Active	fig qwert conn, fig qwert qwert qwert	16/06/2012	binjari	binjari	0800
wertyu inal, First	Female	02/06/1980	HC020011	2006420	Active	qw conn First May Final, May Final	12/07/2012	1 Long Road Tiwi	Karama	0813
lomey, Regia	Female	12/08/1978	HC020013		Active		16/07/2012	25 Breadway Ave, Bulmont		
Muddled, Totall	Male	12/06/2004	HC020015		Active		16/07/2012	23 Muddey Way Bulmont	Malak	
Super, Suzie Anne	Unknown	02/05/1978	HC020002	1234567	Active	Kevin Bloggs	10/06/2012	34 Fast lane, Rapid Creek NT 0810	Rapid Creek	0810
est, Newtest testdep	Male	01/09/2000	HC003533		Active	a b c, a b d	18/01/2012	wef234 234		
est, test	Unknown	06/06/2011	HC020006		Active	first sumame	01/01/2012	test		
est log, test adit log	Unknown	11/07/1996	HC020022		Active	aaa	10/07/2012	dummy address		
hreat, Bomb	Female	01/01/1980	HC020028	4474774	Active	Billy Threat	16/07/2012	21 Twenty one Lane Jonestown	Jonestown	0810
Veaver, Jerry Wooly	Male	20/08/1988	HC020009	2006423	Active	Jerri Wooley Weaver, Wooley Jerri Weaver	12/07/2012	34 Newly Road Malak NT 0800	Karama	0813
Voods, Vicki	Female	26/04/1954	HC020021	0944828	Active	Victoria Leigh Woods	01/07/2012	70 Roberta Ave Halls Creek, WA, 6770	Halls Creek	6770



In order to view the Registered Consumer List by Facility report as an Excel Spreadsheet, a download message will display. Click Open to read the file in Excel. Alternatively, click Save to save the report to your computer.



The Registered Consumer List by Facility report will extract to a spreadsheet. This gives the user the ability to change the spreadsheet as required. This report can also be printed.



Should you require any assistance please call or email

My eHealth Record Helpdesk

1800 247 430

mehr.ths@nt.gov.au