

FAR-02	Assisted Registration
QUERIES	<p>Are forms required for Assisted Registration? If they are not required, why do practices need them? Can practices tick that they have a form when they don't have one, as some clinical information systems require that in order to complete the registration process.</p>
Response	<p>Forms are no longer required for the assisted registration process. They are entirely optional depending on practice work flow requirements.</p> <p>Please note that the Essential Information must be given to the healthcare recipient to read and that consent to create a My Health Record must be obtained, but that consent does not need to be recorded or retained.</p> <p>If for work flow reasons a practice chooses to use forms then from the My Health Record perspective they do not need to keep those forms, but a practice would need to keep or destroy those forms according to their own practice policies and/or any state or territory regulations that may be in effect.</p> <p>For example, a practice may choose to use forms if they are batching the process of entering the healthcare recipient's information into the clinical information system, other practices do the Assisted Registration process either at reception or during the consultation.</p>
Policy	<p>Current My Health Record Assisted Registration information is on the My Health Record website.</p> <p>Practices registered for the My Health Record system are required to develop, maintain and enforce a My Health Record system policy that addresses matters specified in rule 42. Practices that elect to offer Assisted Registration are also required to have an Assisted Registration policy.</p>
Procedural	NA
Technical	<p>The Assisted Registration Tool v2.2 and some clinical information systems include either a "check box" or a "scan form" function for practices to confirm they have a signed form – this requirement needs to change.</p> <p>In the meantime practices can be assured that they can tick the check box regardless of whether they have a form or not as it is purely administrative and has no legal effect any more.</p> <p>Other changes still need to be made to the Assisted Registration Tool (ART) and to the Terms and Conditions for using ART. I will advise all PHNs when I know the timeline for those updates.</p>

Legislation	<p>Since 18 December 2015 healthcare provider organisations providing assisted registration no longer need to store individuals' signed application forms, and may dispose of forms they already hold. Healthcare provider organisations will still need to obtain a person's consent before helping them to register for a My Health Record. Previously, organisations had to store forms for three years, or send them to the System Operator to store for three years.</p> <p><i>My Health Record Act 2012</i> <i>My Health Record (Assisted Registration Rule) 2015</i> <i>Healthcare Identifiers Act 2010</i> <i>Privacy Act 1988</i></p>	
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