My Health Record

What is My Health Record

My Health Record is a secure online summary of key patient health information. Healthcare providers can access the system to view and add information.

Records contain key health information like immunisations, pathology and diagnostic imaging reports, prescription and dispensing information, hospital discharge summaries and more, all in one place.

The authorised healthcare providers involved in a patient's care can securely access this information.

Registering your Organisation with My Health Record System

1. Register for a PRODA Account

2. Link to HPOS

3. Register a seed organisation with Healthcare Identifier Service

4. Obtain HPI-Is for all clinical staff who will be using My Health Record

5. Set up access if using conformant software or access via National Provider Portal.

For step-by-step guide click here

Shared Health Summaries

A Shared Health Summary is a clinical record that can include Allergies and Adverse Reactions, Medication, Medical History and Immunisation details.

A patient's nominated healthcare provider such as a Registered Medical Practitioner; Registered Nurse (Div 1); or an Aboriginal and/or Torres Strait Islander Health Practitioner. can create and upload a Shared Health summary into patient's My Health Record. A provider who is not the patient's usual provider can create and upload an Event Summary.

All ePIP registered practices are required to upload SHSs for a minimum of 0.5% of the practice's standardised whole patient equivalent (SWPE), as well as meet all other requirements outlined in the ePIP guidelines to be eligible for the ePIP payment

ISO 9001 QUALITY

How to upload a Shared Health Summary

- Best Practice Software: How to upload a Shared Health Summary
- Medical Director Software: How to upload a Shared Health Summary
- Genie Software: How to upload a Shared Health Summary
- ZedMed Software: How to upload a Shared Health Summary

How to open a person's My Health Record

- Best Practice Software: Opening a person's My Health Record
- Medical Director Software: Opening a person's My Health Record
- Genie Software: Opening a person's My Health Record
- ZedMed Software: Opening a person's My Health Record

Security and Access Policy

Healthcare organisations participating in My Health Record must operate in accordance with relevant legislation and comply with obligations such as

- Establishing a security and access policy
- Complying with ongoing participation obligation.

For more details, please click here

NASH Certificate

National Authentication Services for Health (NASH) certificate is required to maintain access to important digital health services such as My Health Record, ePrescribing, secure messaging and Healthcare Identifiers.

NASH certificate expires 2 years from the date of issue.

You can check the expiry date on the HI Service certificate tab in Health Professional Online Services (HPOS).

Before your certificate expires, you need to request a new one so you can keep using My Health Record.

To request or renew a NASH certificate, or to check the validity of the certificate- an Organisation Maintenance Officer (OMO) needs to log on to their individual PRODA account, then:

1. Select **Go to service** on the **HPOS** tile.
2. Select **My programs.**
3. Select Healthcare Identifiers and My Health Record tile

4. Select Healthcare Identifiers- Manage Existing Records

5. Select the required Organisation Record

6. Select Certificate tab.

From here, you can check the validity of the certificate, revoke if you have lost the certificate or renew if expired.

For more information, please visit this [website](#)

Annual My Health Record Check

An annual check of your My Health Record registration details ensures your organisation complies with relevant legislative obligations and can be contacted by the System Operator when required. An organisation's My Health Record security and access (Rule 42) [policy](#) must be reviewed at least annually and when any material, new or changed risks are identified.

Please contact digitalhealth@nqphn.com.au if you need further information or assistance.