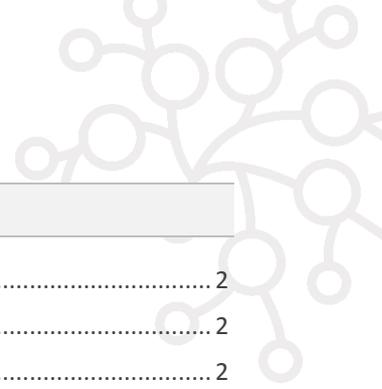




MedicalDirector®
CLINICAL

PCEHR Assisted Registration for Adult and Child Patients

The PCEHR Assisted Registration tool provides you with the means to help your patients register for an eHealth record at your practice, asserting their identity, and then uploading their application electronically. If successful, the patient will be registered almost immediately, and you can begin uploading clinical information straight away via MedicalDirector Clinical.



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About PCEHR

The Personally Controlled Electronic Health Record is an Australian Government initiative to allow patient information to be accessed securely online, making it easier to share information between healthcare professionals. Further information is available at <https://myhealthrecord.gov.au>.

MedicalDirector Clinical is compatible with the PCEHR system, allowing you to view CDA documentation that was created for the patient at another Practice (for example), as well as giving you the means to add your own patient documentation to the System, which can then be accessed by other clinicians.

Documents managed via PCEHR are done so securely, and your Practice will require HI Signing and HI Encryption Certificates, as well as the PCEHR Certificate itself to access the System. These can be obtained via <https://myhealthrecord.gov.au> after registering. Furthermore, patients who register can elect to secure their medical records with a password. Clinicians will then require this password in order to access their patient's records from the PCEHR System.

See the MedicalDirector Clinical Help for detailed information about using the PCEHR system in MedicalDirector Clinical.

About the PCEHR Assisted Registration Tool

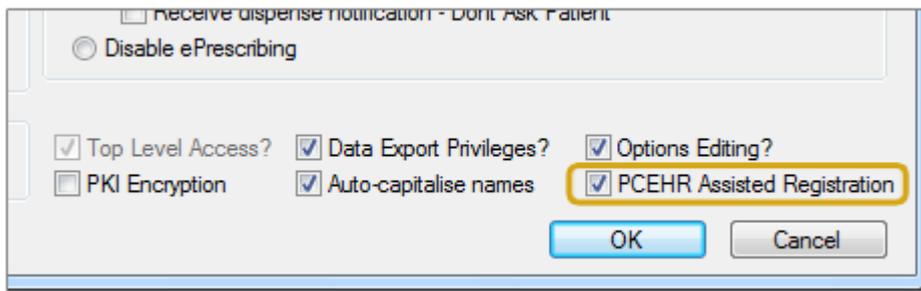
The PCEHR Assisted Registration tool provides you with the means to help your patients register for an eHealth record at your practice, asserting their identity, and then uploading their application electronically. If successful, the patient will be registered almost immediately, and you can begin uploading clinical information straight away via MedicalDirector Clinical.

For more information visit [My Health Record](#).

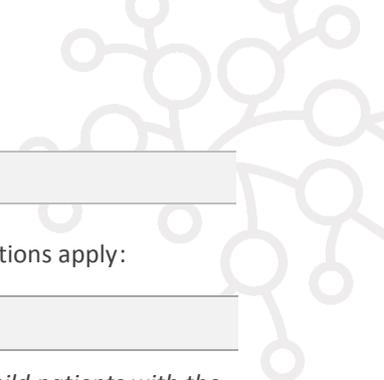
It is recommended you are familiar with the guidebook '[Assisted Registration: a guide for Healthcare Provider Organisations](#)'.

Before You Begin

- It is recommended you are familiar with PCEHR and its configuration and usage of in MedicalDirector Clinical. Information is available from within the MedicalDirector Clinical Help, and online [here](#).
- The **Practice HPI-O** number must be recorded within MedicalDirector Clinical via **Tools > Options > Practice** tab.
- The **HI Encryption Certificate** must be imported within MedicalDirector Clinical via **Tools > Options > PKI** tab.
- The **HI Signing Certificate** must be imported within MedicalDirector Clinical via **Tools > Options > PKI** tab.
- The **PCEHR Certificate** must be imported within MedicalDirector Clinical via **Tools > Options > PKI** tab.
- For each user in MedicalDirector Clinical, indicate whether or not they have permission to access the PCEHR Assisted Registration tool - within the user's record in MedicalDirector Clinical, tick the **PCEHR Assisted Registration** check box to grant permission to the tool.



See 'Editing Practitioners / Nurse Practitioners' in the MedicalDirector Clinical Help for further information.



Definition of an Adult Patient

For the purposes of the PCEHR System and the Assisted Registration tool, the following age definitions apply:

Patient's Age	Definition
Less than 14 years of age.	Child: <i>Continue reading below for instructions on registering child patients with the PCEHR System.</i>
From 14 years of age, but less than 18 years of age.	Child or Adult* <i>*Medicare makes provision for patients within this age range to register themselves as 'adult' patients.</i>
18 years of age, or older.	Adult: <i>Continue reading below for instructions on registering adult patients with the PCEHR System.</i>

Definition of a Child Patient

For the purposes of the PCEHR System and the Assisted Registration tool, the following age definitions apply:

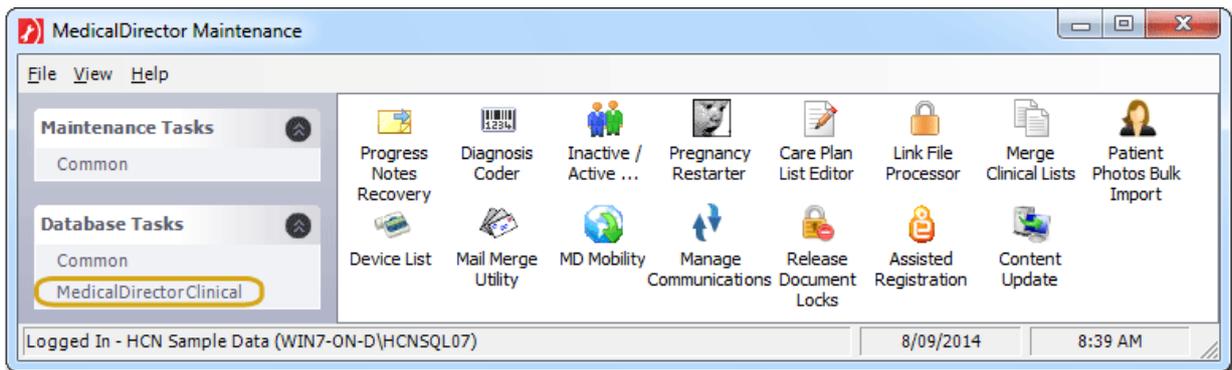
Age Range	Definition
Less than 14 years of age.	Child: <i>Continue reading below for instructions on registering child patients with the PCEHR System.</i>
From 14 years of age, but less than 18 years of age.	Child or Adult* <i>*Medicare makes provision for patients within this age range to register themselves as 'adult' patients.</i>
18 years of age, or older.	Adult: <i>Continue reading below for instructions on registering adult patients with the PCEHR System.</i>

Registering Patients with the PCEHR System

The following information describes running the Assisted Registration tool from within the MedicalDirector Maintenance Suite. You can also access the tool;

- Via a shortcut on your desktop. 
- Via the Windows' **Start Menu > All Programs > MedicalDirector > PCEHR ART.**

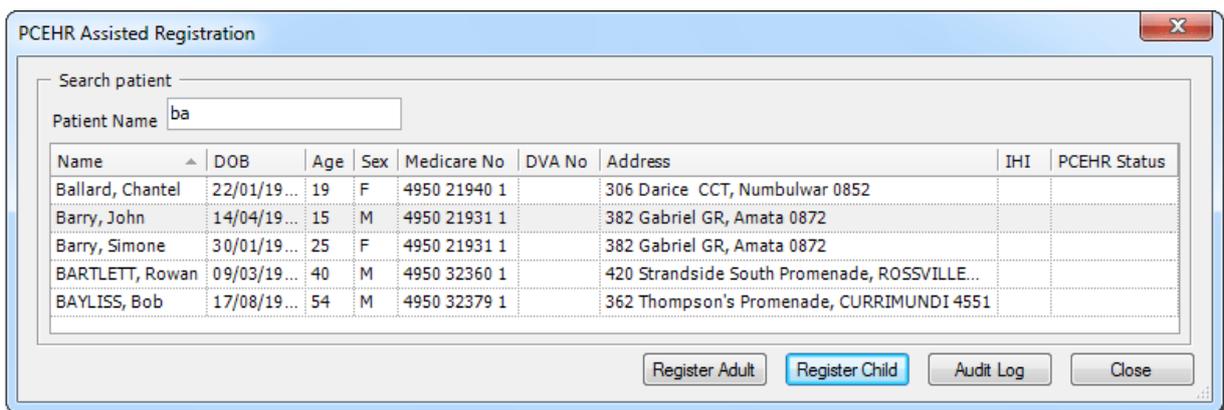
1. Locate and double-click the **MedicalDirector Maintenance** icon.  The **MedicalDirector Maintenance** window appears.
2. Select the **Database Tasks > MedicalDirector Clinical** menu item, as indicated below.



3. Double-click  **Assisted Registration.**

If this is the first time you have tried to access the Assisted Registration tool during this session of working in MedicalDirector Maintenance, you will be prompted to select a configuration, and enter your Username and Password.

4. The **PCEHR Assisted Registration** window appears. Search for the patient you wish to register with the PCEHR system. As you begin typing, the list of patients is populated dynamically.



5. Locate and select the patient you wish to register. For adult patients, click the **Register Adult** button. For child patients, click the **Register Child** button.



6. The PCEHR Assisted Registration form appears.

Use the following table as a guide to completing this form.

For Child Patients

Parent's Details
<p>Enter the details of the child's parent.</p> <p>For convenience, you can click the Search Parent's Details button which calls the Search Patient window to search for the parent/guardian of the child patient, after which their details will be automatically populated on the form for you.</p> <p>The following fields within this section are compulsory:</p> <ul style="list-style-type: none"> <input type="radio"/> Family Name <input type="radio"/> Given Name <input type="radio"/> Date of Birth <input type="radio"/> Sex <input type="radio"/> Medicare Card number (including individual reference number)

Child's Details
<p>The following fields within this section are compulsory:</p> <ul style="list-style-type: none"> <input type="radio"/> Family Name <input type="radio"/> Given Name <input type="radio"/> Date of Birth <input type="radio"/> Sex



For All Patients

Individual's Details

The following fields within this section are compulsory:

- Family Name
- Given Name
- Date of Birth
- Sex
- Medicare Card number (including individual reference number) or DVA number

Identity Verification Code (IVC) Delivery

An Identity Verification Code (IVC) is required by each patient in order to access their eHealth record online. In order to be issued an IVC, the patient must first indicate that either they do not wish to receive notification of their IVC, or they must select one of the options provided as their preferred method for receiving it;

- No IVC
- Send IVC by email
- Send IVC by SMS
- Send IVC through this healthcare provider organisation

Consented Medicare Information to be Included in eHealth Record

This section allows you to indicate the patient's consent that;

- All new (and optionally past) MBS information be made available via the PCEHR system.
- All new (and optionally past) PBS information be made available via the PCEHR system.
- All AODR information be made available via the PCEHR system.
- All ACIR information be made available via the PCEHR system.

Application to Register, and Consent to Include Information

- Indicate how the patient's identity has been verified by you by selecting an option from the drop-down list provided.
- Verify that your patient has signed the hard-copy registration form by ticking the **Application Form Signed** check box.

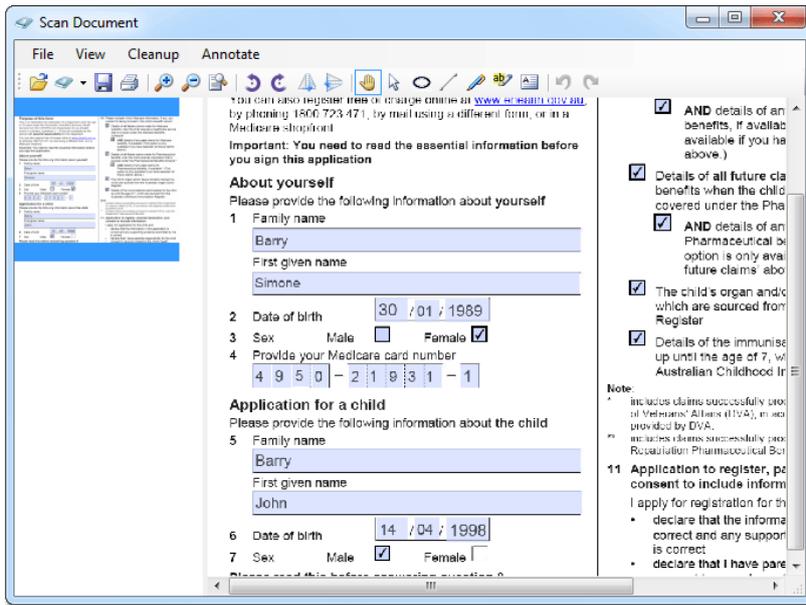
Ticking this check box enables the **Scan/Import Signed Application Form** button, after which you can scan/import the hardcopy form if you desire - *scanning/Importing of the hardcopy form is optional*. Upon clicking this button your default scanning software will open;

- If you wish to scan the hardcopy registration form, do so now using your scanning software, and then continue to Step 7. Medicare Card number (including individual reference number) or DVA number.
- If you wish to import the hard-copy registration form instead, close the scanning software. You will be presented with the Scan Document window with which you can import the document. Continue afterwards to Step 7.

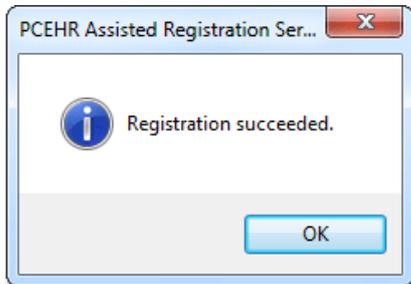
For detailed information about using MedicalDirector Clinical's 'Scan Document' window, see Scanning Documents and/or Importing Documents within the MedicalDirector Clinical Help.

7. If at Step 6 you chose to import or scan your patient's hardcopy registration form, continue now to Step 8. Otherwise, continue to Step 9.

- After scanning/importing your patient's hardcopy registration form, click the **Save and Close** button  on the Scan Document window. The document will be saved to the patient's record, available via the Documents tab with a default Subject of 'PCEHR Assisted Registration' and Description of 'Signed Assisted Registration Form'.

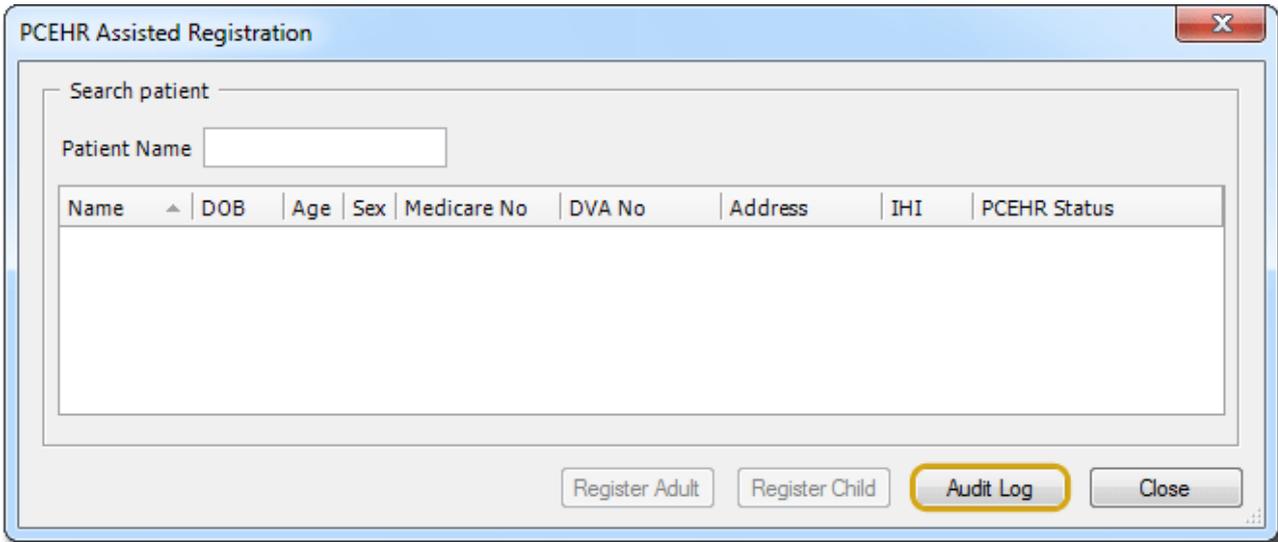


- On the PCEHR Assisted Registration form, click the **Submit** button to submit the registration request. You will be notified upon successful registration. This message will vary depending on the Identity Verification Code (IVC) delivery method you selected at Step 6.



Audit Log

A log of assisted registrations is available by clicking the **Audit Log** button on the PCEHR Assisted Registration window.



Click this button to generate the Audit Log, at which time you will be prompted to save the generated .CSV log file to a location of your choosing. The following example shows an Audit Log file opened with Microsoft Excel.

	A	B	C	D	E	F	G
1	AR_AUDIT_ID	Date of Registration	Registration Type	Patient Name	Patient DOB	Patient Sex	Patient Medicare
2	1	6/02/2014	Adult	Cohen, Ezra	24/11/1974	M	295047
3	2	6/02/2014	Child	Cohen, Shaun	15/11/2011	M	295047
4	3	7/02/2014	Adult	Anderson, Kim	21/01/1993	F	563745
5	4	7/02/2014	Adult	Andrews, Shar	12/09/1969	F	232696
6	5	7/02/2014	Child	Andrews, Jack	3/04/2005	M	232558
7							
8							
9							

Checklist

<input type="checkbox"/>	You are familiar with the guidebook ' Assisted Registration: a guide for Healthcare Provider Organisations '.
<input type="checkbox"/>	The Practice HPI-O number has been recorded within MedicalDirector Clinical via Tools > Options > Practice tab .
<input type="checkbox"/>	The HI Encryption Certificate has been imported within MedicalDirector Clinical via Tools > Options > PKI tab .
<input type="checkbox"/>	The HI Signing Certificate has been imported within MedicalDirector Clinical via Tools > Options > PKI tab .
<input type="checkbox"/>	The PCEHR Certificate must be imported within MedicalDirector Clinical via Tools > Options > PKI tab .
<input type="checkbox"/>	You have indicated for each user in MedicalDirector Clinical whether or not they have permission to access the PCEHR Assisted Registration tool, via User > Setup Users > Edit a User's record > tick the PCEHR Assisted Registration check box to grant permission to the tool.

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