



## HOW TO MANAGE YOUR MY HEALTH RECORD

Go to your My Health Record by logging on to your MyGov account [www.mygov.gov.au](http://www.mygov.gov.au)  
If you don't have a MyHealth Record, see our instructions on our website



Username or email

[Forgot username](#)

Password

Do not show others your password

[Show](#)

[Forgot password](#)

Sign in

or



Create an account

### What is myGov?

A simple and secure way to access government online services:

- Australian JobSearch
- Australian Taxation Office
- Centrelink
- Child Support
- Department of Veterans' Affairs
- HousingVic Online Services
- Medicare
- My Aged Care
- My Health Record
- National Disability Insurance Scheme
- National Redress Scheme

Enter the code sent to your mobile or email address



## Enter code

We sent a code to your mobile.

Code

[I did not receive my code](#) ▼

Cancel

Next

Select the MyHealth Record

The screenshot shows the myGov Home page. At the top, there is a green navigation bar with the myGov logo and links for Home, Services, Inbox, and Account settings. A Sign out button is located in the top right corner. Below the navigation bar, a greeting "Good afternoon" is followed by a redacted name. To the right, the last sign-in time is displayed as "Last sign-in: 9 August 2018 11:38:01 pm AEST". Under the heading "Your services", there are three service tiles: "Australian Taxation Office" with the ato logo, "Medicare" with the Medicare logo, and "My Health Record" with the My Health Record logo. The "My Health Record" tile is circled in green. Below the service tiles, there is a link "Link another service" with a right-pointing arrow.

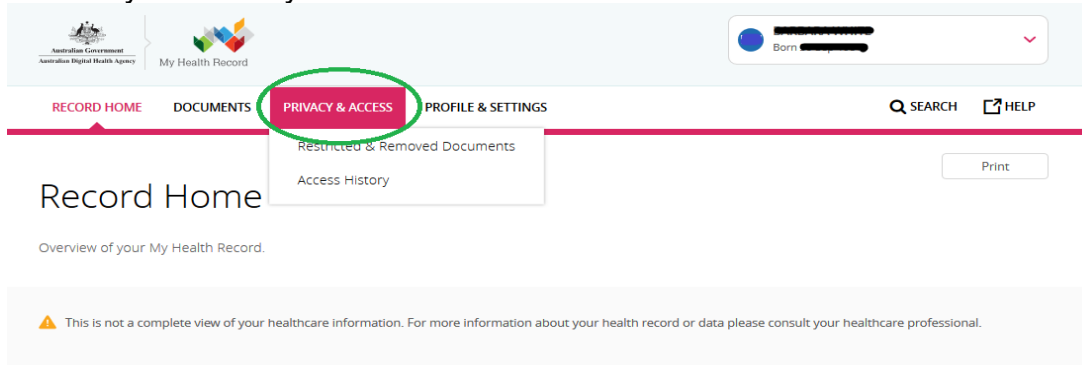
On the My Health Record welcome page, select the record you want to control access.

The screenshot shows the My Health Record welcome page. At the top, there is a navigation bar with the Australian Government logo, the My Health Record logo, and a user profile dropdown menu. Below the navigation bar, the text "You last logged in on 15-Aug-2018 at 19:34:40 AM (AEST)" is displayed. To the right, there are links for "APP ACCESS", "MY DETAILS", and "HELP". The main heading is "Welcome to My Health Record". Below the heading, there is a sub-heading "This page provides an overview of the My Health Records you have access to. Please select the My Health Record you would like to view." Below this, there are two main options: "My Health Record" (circled in green) and "Access or Create a My Health Record for someone else". At the bottom, there are three columns of information: "Help & FAQs" with a link to "Get a question or not sure what to do or who to call? Visit online help or the [Help](#).", "myhealthrecord.gov.au" with a link to "Communication, what's coming up next, and more - visit [www.myhealthrecord.gov.au](http://www.myhealthrecord.gov.au)", and "More Resources" with a link to "Download fact sheets and other information via the My Health Record [My Health Record resources archive](#)".

## HOW TO ADD AN ACCESS CODE TO YOUR RECORD

If you add an access code to your record, unless you provide a healthcare provider with your code, they cannot view your My Health record. However, in an emergency when there's a serious threat to your health and safety, healthcare providers can override your PIN and access your record.

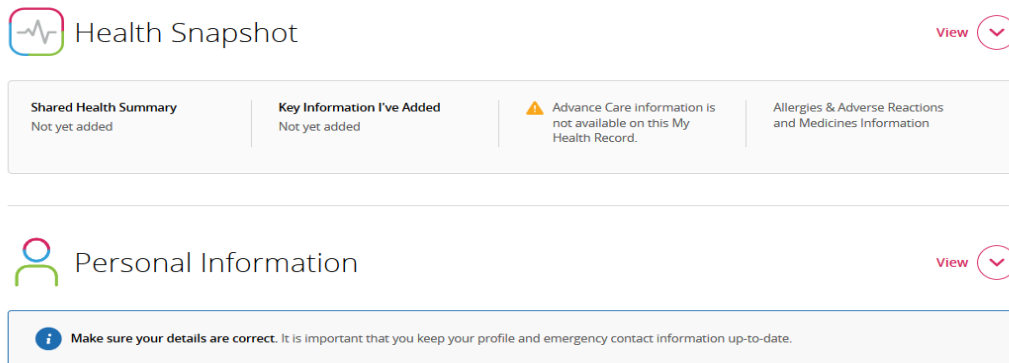
Click on your Privacy & Access menu tab



Record Home

Overview of your My Health Record.

⚠ This is not a complete view of your healthcare information. For more information about your health record or data please consult your healthcare professional.



Health Snapshot View

Shared Health Summary  
Not yet added

Key Information I've Added  
Not yet added

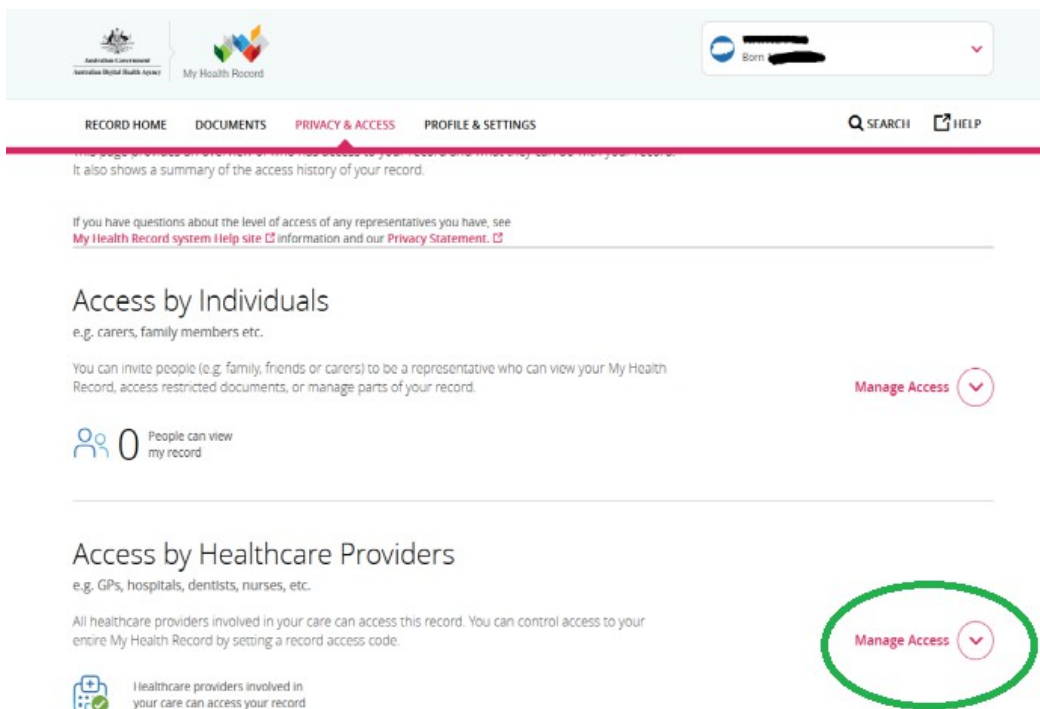
⚠ Advance Care Information is not available on this My Health Record.

Allergies & Adverse Reactions and Medicines Information

Personal Information View

**Make sure your details are correct.** It is important that you keep your profile and emergency contact information up-to-date.

In the 'Access by Healthcare Providers' section select 'Manage Access' to expand the section.



Access by Healthcare Providers

e.g. GPs, hospitals, dentists, nurses, etc.

All healthcare providers involved in your care can access this record. You can control access to your entire My Health Record by setting a record access code.

Healthcare providers involved in your care can access your record

Manage Access

Scroll down the page and Look for 'All Other Healthcare Providers'. Along side where it says 'All Healthcare Providers in your care can access this record.' select 'Manage Access'.

Access by Healthcare Providers  
e.g. GPs, hospitals, dentists, nurses, etc.

All healthcare providers involved in your care can access this record. You can control access to your entire My Health Record by setting a record access code.

Healthcare providers involved in your care can access your record

Healthcare Provider Access List	Provider can access your record	Provider also has access to Restricted Documents	Documents from this provider are uploaded to	
Nunawading Clinic	✓	✗	General Documents	Manage Access
Vermont Health Care	✓	✗	General Documents	Manage Access

All Other Healthcare Providers

All Healthcare Providers involved in your care can access this record. [Advanced Settings](#) [Manage Access](#)

On 'Limit access to your My Health Record' page, set your four to eight digit record access code.

Limit access to your My Health Record

You can limit access to your My Health Record by setting a Record Access Code. A healthcare provider cannot view your My Health Record unless you provide them with your Record Access Code. Other health care providers within the same organisation will also be able to view your record.

Note: A healthcare provider will be able to access all documents in your My Health Record in an emergency. This can be asserted by a healthcare provider in the event of a serious threat to your health or safety.

For more information, visit the [My Health Record system Help site](#) or call the Help line on **1800 723 471**.

You must complete all information.

Set your Record Access Code

Enter a 4 to 8 character code [i](#)

Re-enter the code for verification [i](#)

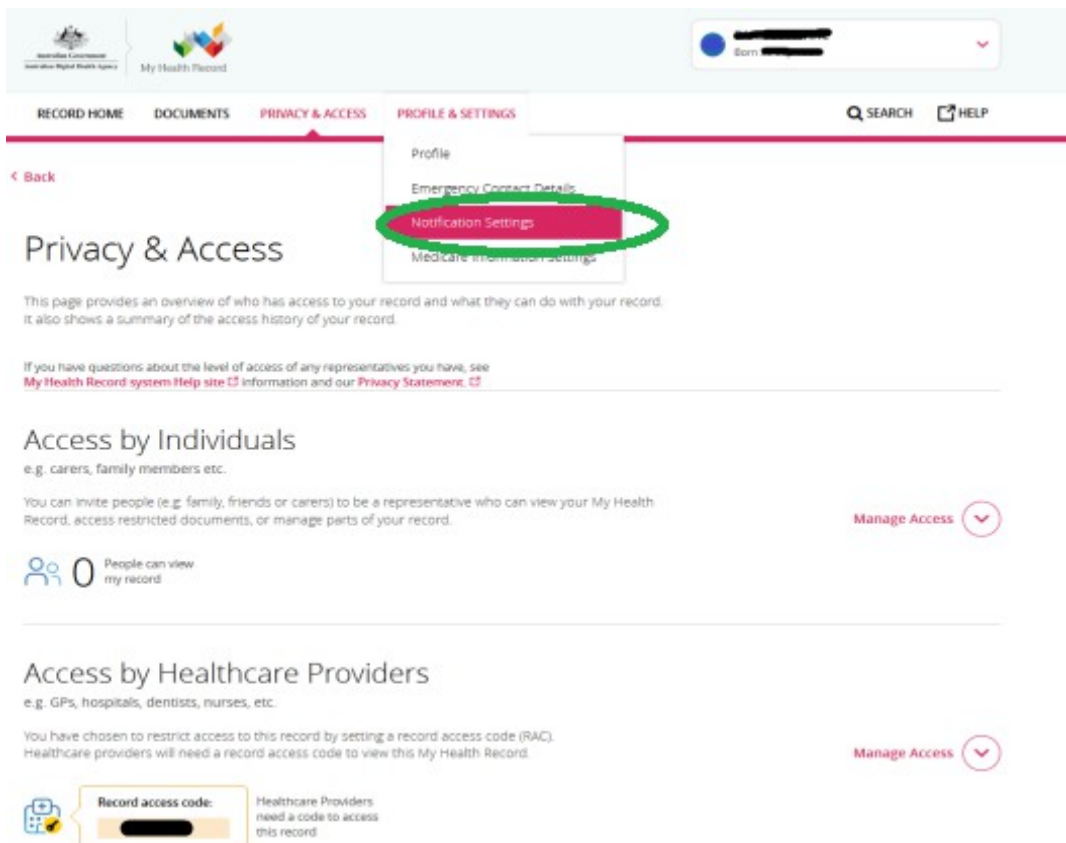
**REMEMBER THIS CODE!!**

## HOW TO RECEIVE NOTIFICATIONS WHEN SOMEONE ACCESSES YOUR RECORD

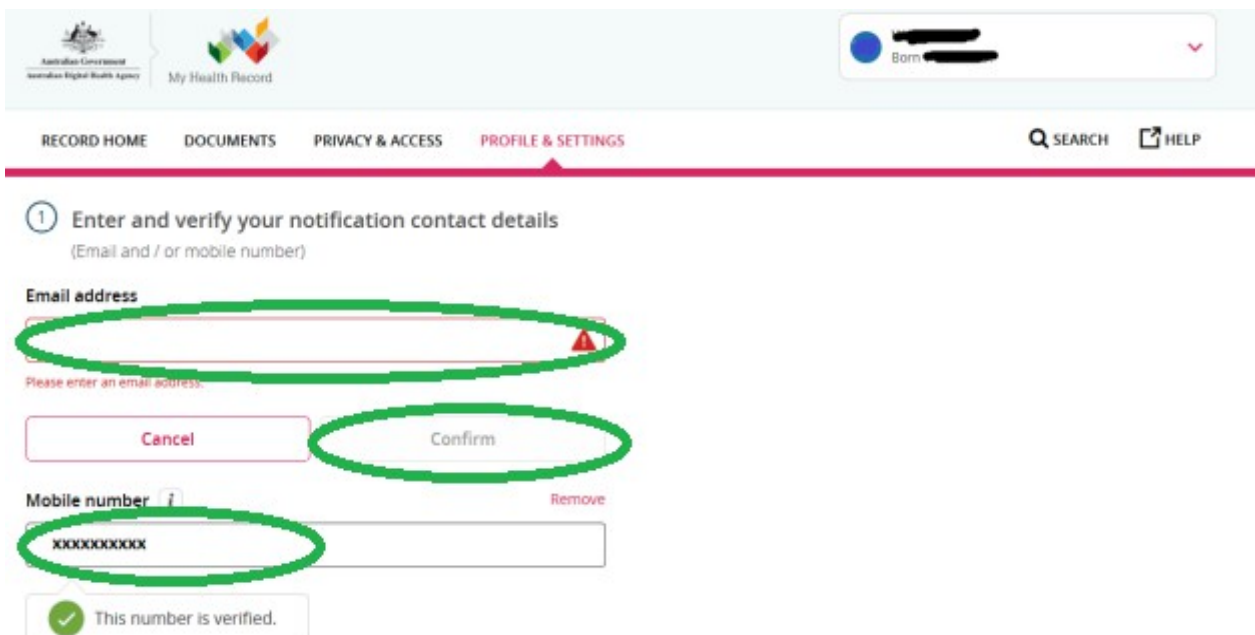
You can choose to receive notifications by email, SMS or mail when someone accesses your record.

Click on your Profile & Settings menu tab

Then choose Notification Settings



Enter and verify your contact details



Scroll down the page and choose the method of communication you wish to be notified for any access to your record. For this example we have selected SMS for all notification options, but you can choose any combination to suit your needs.

② Set notification preferences

I would like to be notified when:

A healthcare organisation (for example a hospital or medical practice) opens this My Health Record for the first time

- Don't notify me
- Email
- SMS

A healthcare provider opens this My Health Record in an emergency

- Don't notify me
- Email
- SMS

A new shared health summary is uploaded to this My Health Record

- Don't notify me
- Email
- SMS

Advance care planning document changes (added/removed/reinstated) occur on this My Health Record

- Don't notify me
- Email
- SMS

A Nominated Representative (for example someone you have permitted to access this My Health Record) opens this record

- Don't notify me
- Email
- SMS

Someone new is able to access this My Health Record

- Mail
- Email
- SMS

You can change your notification preferences at any time

Click 'Save' to finalise