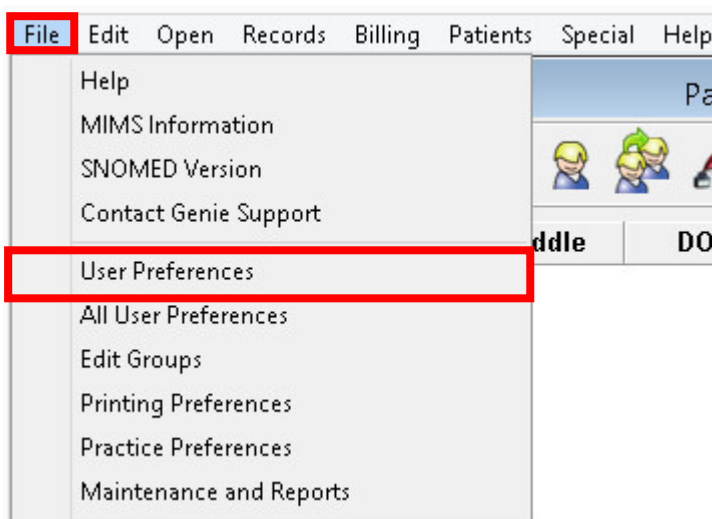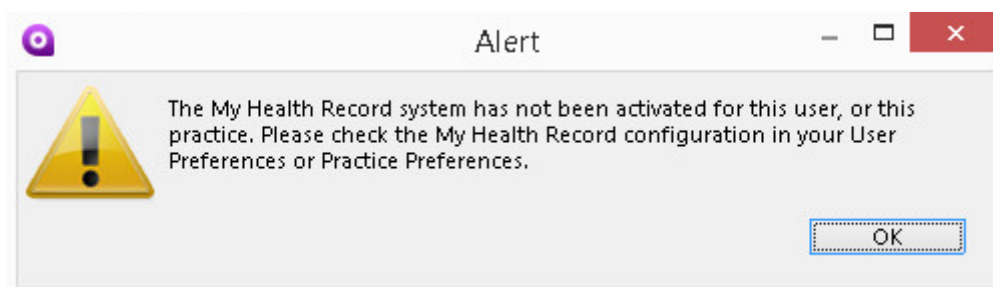# My Health Record Permissions in Genie

This document will take you through the step by step instructions on how to change permissions within Genie to allow or remove an individual user's access to patients My Health Record. Please ensure your permission settings for each individual user are in line with the practices My Health Record system policy. For more information regarding My Health Record policy please visit the My Health Record website.
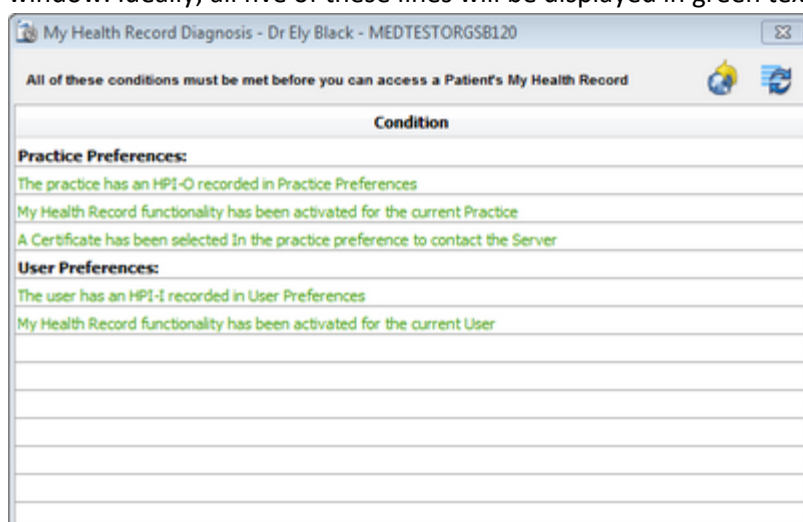
1. In Genie select *File* > User Preferences

2. In the *User Preferences* screen, select the user who's preferences you wish to change, then select *Details.* Under *My Health Record*, tick/untick the 'Activate for this User'. Then select *Save*.

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If you remove a user's access to patients My Health Record and the below message will appear.

3. In this section you can also select the preference to 'Check automatically when opening a patient's clinical record' and 'Retrieve Medicare overview when opening My Health Record tab.
4. Finally, test your My Health Record setup by clicking the (i) icon.
5. When you click this button, you will be presented with the My Health Record Diagnosis window. Ideally, all five of these lines will be displayed in green text, as below:

If any of these lines are displayed in red text, refer to steps 1 – 3 again to identify any problems with your My Health Record configuration.

For more information on this process please visit the Genie website, https://www.geniesolutionssoftware.com.au/

Please note to use My Health Record within Genie you must be running Genie version 8.3.4 or higher. If you are not and need to upgrade, please contact our Support Team on 1300 889 362 or support@geniesolutions.com.au

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