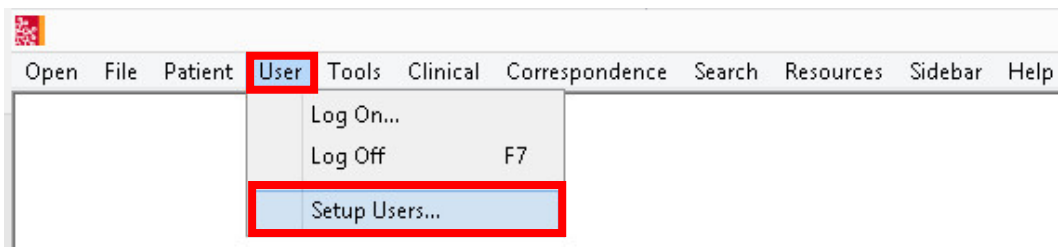


## My Health Record Permissions in Medical Director

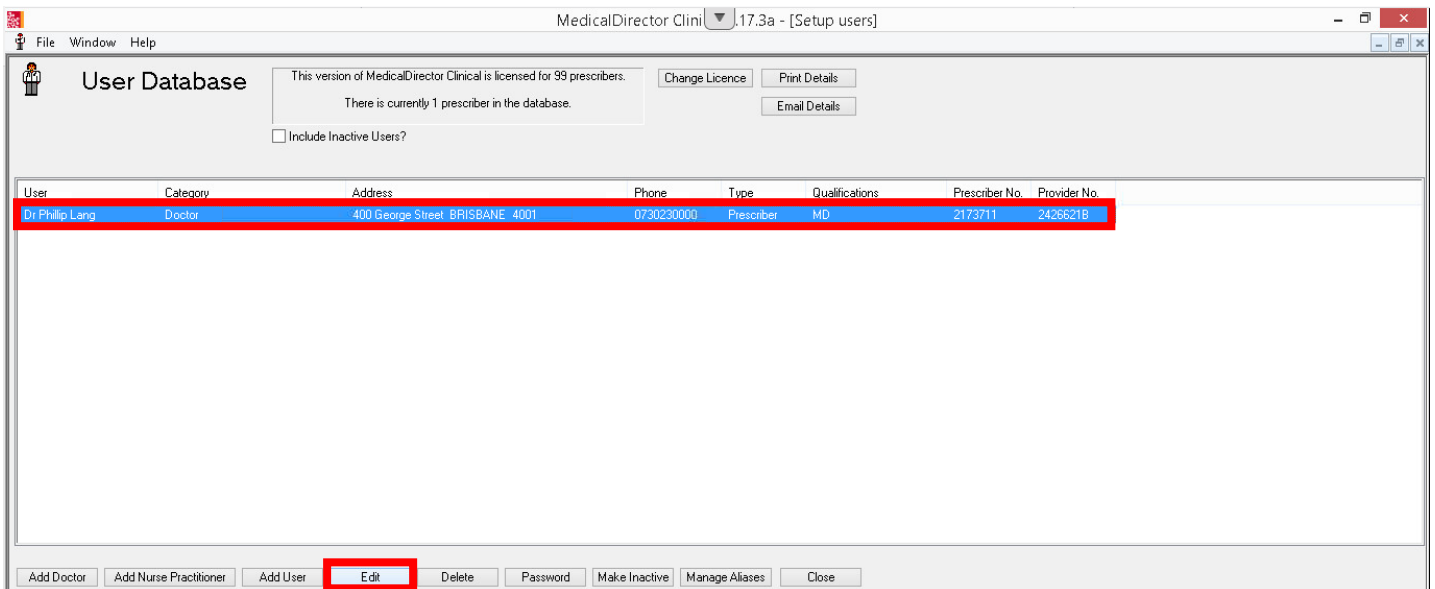
This document will take you through the step by step instructions on how to change permissions within Medical Director to allow or remove an individual user's access to patients My Health Record. Please ensure your permission settings for each individual user are in line with the practices My Health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

To complete the below steps you will need to have administrator rights within Medical Director.

1. On the menu in Medical Director select *User > Setup Users...*



2. In the User Database select the User required, and press *Edit* or double click on the user.



- In the Edit screen you will see *My Health Record Details*. Tick or untick the box *Participate in MyHealthRecord* to allow the correct user access. By unchecking this box the user will no longer be able to access patients My Health Record.  
Once the permissions have been set appropriately, select *OK*.

Edit Doctor Details ✕

<p><b>User Details</b></p> <p>Name: <input style="width: 90%;" type="text" value="Dr Phillip Lang"/> *</p> <p>Address: <input style="width: 90%;" type="text" value="400 George Street"/> *</p> <p>City/Suburb: <input style="width: 90%;" type="text" value="Brisbane"/> *</p> <p>Postcode: <input style="width: 30%;" type="text" value="4001"/> *</p> <p>Phone: <input style="width: 60%;" type="text" value="0730230000"/> *</p> <p>Fax: <input style="width: 60%;" type="text"/></p> <p>Prescriber No.: <input style="width: 30%;" type="text" value="2173711"/> *</p> <p>Provider No.: <input style="width: 30%;" type="text" value="2426621B"/> *</p> <p>HPI-I No.: <input style="width: 90%;" type="text" value="8003 6132 3335 5015"/></p> <p>State Registration No.: <input style="width: 90%;" type="text"/></p> <p>Qualifications: <input style="width: 90%;" type="text" value="MD"/> *</p> <p>E-mail: <input style="width: 90%;" type="text"/></p> <p style="text-align: center; color: red; font-size: small;">* = required fields</p> <p><b>Status</b></p> <p><input checked="" type="radio"/> Prescriber    <input type="radio"/> Locum</p> <p><b>GPRN Details</b></p> <p>DOB: <input style="width: 20px;" type="text" value="/"/> / <input style="width: 20px;" type="text" value="/"/>    Sex: <input style="width: 30px;" type="text" value=""/>    Graduation: <input style="width: 60px;" type="text"/></p>	<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p><b>MyHealthRecord Details</b></p> <p><input checked="" type="checkbox"/> Participate in MyHealthRecord</p> <p><small>When the 'Participate in MyHealthRecord' option is checked:</small></p> <ul style="list-style-type: none"> <li>- You can download or upload clinical documents to each patient's MyHealthRecord. This is subject to each patient's MyHealthRecord security status.</li> <li>- You can upload prescription records to each patient's MyHealthRecord. Registration with ePrescribing is required and is also subject to each patient's consent.</li> </ul> <p>Title: <input style="width: 60px;" type="text" value="Dr"/></p> <p>First Name: <input style="width: 100%;" type="text" value="Phillip"/></p> <p>Middle Name: <input style="width: 100%;" type="text"/></p> <p>Last Name: <input style="width: 100%;" type="text" value="Lang"/></p> </div> <p><b>ePrescribing</b></p> <p>Status: <input style="width: 100%;" type="text" value="Not registered"/></p> <p><input checked="" type="checkbox"/> Disable ePrescribing for this Practitioner</p> <p><input checked="" type="checkbox"/> Top Level Access?    <input checked="" type="checkbox"/> Options Editing?    <input checked="" type="checkbox"/> Data Export Privileges?</p> <p><input checked="" type="checkbox"/> Auto-capitalise names    <input type="checkbox"/> PKI Encryption    <input checked="" type="checkbox"/> MyHealthRecord Assisted Registration</p>
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OK
Cancel