

An Australian Government Initiative

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

File Edit Open Records Billing Patients Special Help Help Pa **MIMS Information** SNOMED Version Contact Genie Support ddle DO **User Preferences** All User Preferences Edit Groups **Printing Preferences** Practice Preferences Maintenance and Reports

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*.

Title	Dr		My Health Record	
First Name	Charley		Activate for this User (i)	
Middle Name/Initial		required	Check automatically when opening a Patient's Clinical Record Retrieve Medicare Overview when opening My Health Record Tab	
Surname*	Fletcher			
Qualifications Provider Number			Activate Debug Logging	
Prescriber Number	0			
Sign Off	Kind regards			
	Dr Fletcher			
Payee Provider No	This fiel eg. if th	d tells the HIC who is to receive is user is a locum, put the princ	e MedClaims cheques ipal's Provider	
Personal ABN No:	Number	here.		
Provider Type	General Practitioner 🛛 🗸 🗸	General Medical Practition	er v	
Default Bank Account	Check Rel	ferral validity in Appointments		
Medical Registration Nu	umber			
OSHC User ID				
HPI-I	8003 6115 6668 5438	3		
1011	0000 0110 0000 0100	- (MD)		



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 🛈 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:

i My Health Record Diagnosis - Dr Ely Black - MEDTESTORGSB120	8					
All of these conditions must be met before you can access a Patient's My Health Record	2					
Condition						
Practice Preferences:						
The practice has an HPI-O recorded in Practice Preferences						
My Health Record functionality has been activated for the current Practice						
A Certificate has been selected In the practice preference to contact the Server						
User Preferences:						
The user has an HPI-I recorded in User Preferences						
My Health Record functionality has been activated for the current User						

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, <u>https://www.geniesolutionssoftware.com.au/</u>

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