

### How can I control who accesses My Health Record

#### How secure is my health information?

The My Health
Record system is a
secure online portal,
designed to provide
a summary of your
health information
to trusted medical
professionals.

The My Health
Record system has
been designed to
enable individuals
to control who can
access their My
Health Record, or
specific information
held within it.

My Health Record is not an open system for individuals or healthcare providers to enquire or search for patient information on a whim. All My Health Record data is stored in Australia and protected by bank-strength security features.





## What are access controls and how do they protect my information?

You have a number of options to restrict access to your My Health Record, including setting a Record Access Code (RAC) which restricts access to your entire My Health Record or a Limited Document Access Code (LDAC) which restricts access to specific individual documents within your My Health Record. Details for setting these are on page 2.

You can set up a RAC online at <u>myhealthrecord.gov.au</u>. Once your record has a RAC you will need to provide this code to those organisations you want to have access to your My Health Record information. This code can be changed online at any time.

You can also select individual documents you wish to restrict access to. Once you generate a LDAC, you will need to provide this code to healthcare providers who you want to have access to your restricted documents.

There are laws and serious penalties in place to protect your personal and health information. Unauthorised collection, use or disclosure of information contained in a My Health Record can carry civil and criminal penalties. Please note that when emergency access is granted, any access controls previously set are overridden. This means that any restricted information can be accessed in an emergency.





# My Health Record

### How do I set access controls?

## How to set a Record Access Code [RAC]

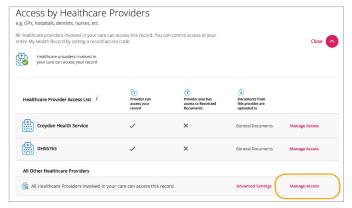
1. Click on Privacy & Access



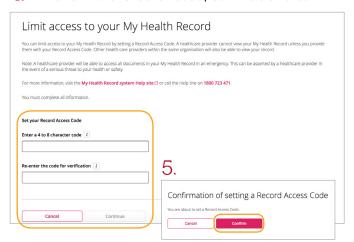
2. In the Access by Healthcare Providers section click on Manage Access



A drop-down list appears. Click on Manage Access again



4. Enter a 4–8 character code, continue and confirm



For more information

visit > myhealthrecord.gov.au call Help line on > 1800 723 471



## How to set a Limited Document Access Code (LDAC)

1. Click on Privacy & Access



2. In the Document Access Settings section click on Manage Access



3. Click Set limited document access code

	viders who don't have access to your limited documents to see them you will need to set a limited document access code (LDAC) and
rovide this code to your h	lealthcare providers.
Set limited documen	at access code

4. Enter a 4-8 character code, continue and confirm

Grant Access to your Res	tricted Documents
You can give access to restricted documents in your My Health F given your Limited Document Access Code can access your rest	Record by setting a Limited Document Access Code. Only healthcare providers who have been ricted documents.
Note: A healthcare provider will be able to access all documents provider if there is a serious threat to your health or safety.	in your My Health Record if emergency access is required. This can be asserted by a healthcare
For more information, visit the My Health Record system Help	site C or call the Help line on 1800 723 471.
You must complete all information.	
Set your Limited Document Access Code	
Enter a 4 to 8 character code i	
Re-enter the code for verification i	5
Re-enter the code for vernication	J
	Confirmation of setting a Limited Document
	Access Code
Cancel Continue	You are about to set a Limited Document Access Code.
Continue	Cancel Confirm

6. Next to the document you are seeking to limit access to, click on Manage Access

