Control who can look at your My Health Record information

My Health Record is a secure online summary of your health information.

You can control what's in your My Health Record and who can see your information.

Your My Health Record information is not searchable on the open internet. Your healthcare providers must be registered to use My Health Record and connect to it using a secure computer program.

It is against the law for someone to deliberately look at your record unless it is to provide you with healthcare. There are serious penalties for unlawful access.

You can set extra privacy controls to protect your information

The My Health Record system is built to make your health information available safely and securely. Only the healthcare providers giving you medical care can look at your My Health Record. If you want extra privacy, you can set access codes or delete documents and Medicare information from your record at any time.

Setting a Record Access Code (RAC) blocks healthcare providers from being able to look at your My Health Record. When you set a RAC, you can give this code to your healthcare providers if you want them to be able to look at your My Health Record information.

You can change the code at any time by logging in to your My Health Record online.

Important: Once a healthcare provider has looked at your record, they are automatically added to the Healthcare Provider Access List in your My Health Record. This means that even if you set a RAC on your record, healthcare providers who have looked at your record before will still be able to look at it without using the code.

If you want those healthcare providers to be blocked from seeing your record, you need to remove them from the Healthcare Provider Access List.

Setting a Limited Document Access Code (LDAC) blocks healthcare providers from being able to look at some documents within your record.

When you set a LDAC, you can give this code to your healthcare providers if you want them to be able to look at those documents.

In an emergency, your access controls can be temporarily turned off. This means healthcare providers looking after you can quickly see your emergency contact information, and the allergies, medicines and immunisations. This helps them give you safer treatment and care.

It is against the law for someone to deliberately look at your record unless it is to provide you with healthcare. There are serious penalties for unlawful access including heavy fines and jail time.

MyHealthRecord.gov.au
Call 1800 723 471

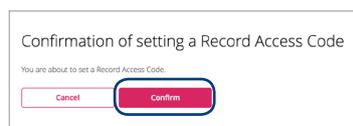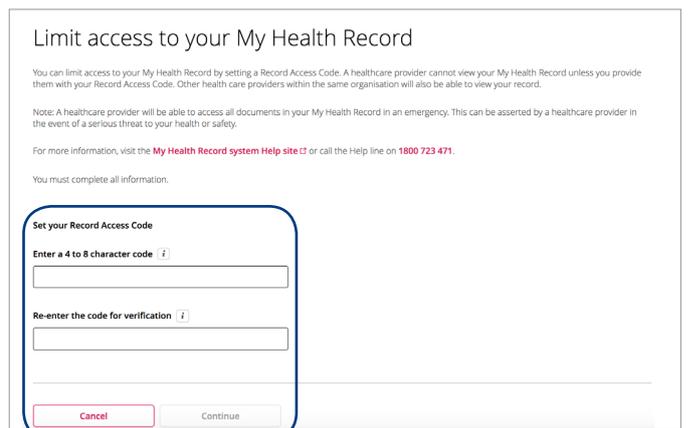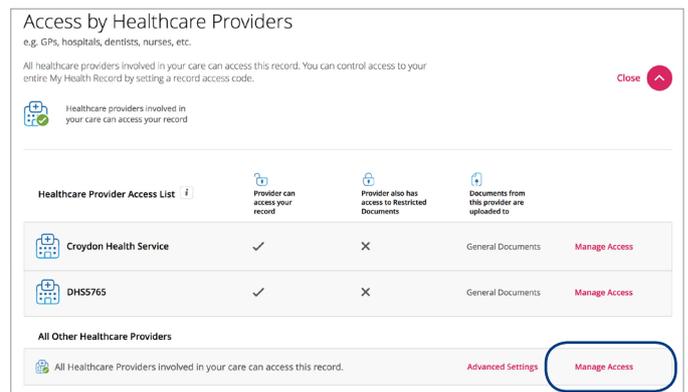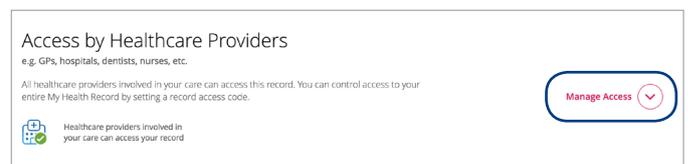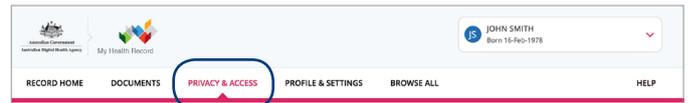**How to set access controls step by step guide**

How to set access controls

Use myGov to look at your My Health Record. If you don't have a myGov account, go online to my.gov.au to set one up. Once you have logged in to myGov, select 'Services', then select the 'Link' button to set up your My Health Record. You will need to identify yourself by answering a series of questions about your last visit to a healthcare provider.

How to set a Record Access Code (RAC)

Log in to your My Health Record via myGov

1 Select 'Privacy & Access'

2 In the 'Document Access Settings' section select 'Manage Access'

3 A drop-down list appears. Select 'Manage Access' from the list

4 Enter a 4–8 character code, then select 'Continue' and 'Confirm'

This code cannot be the same as your Limited Document Access Code, if you have one.

If you need further support to set a RAC, you can call the Help line on **1800 723 471** and they can set one for you.

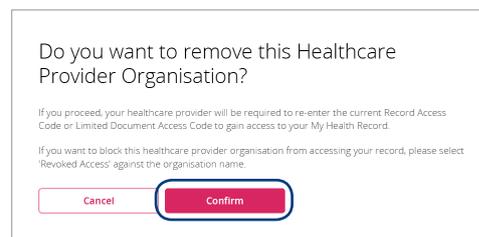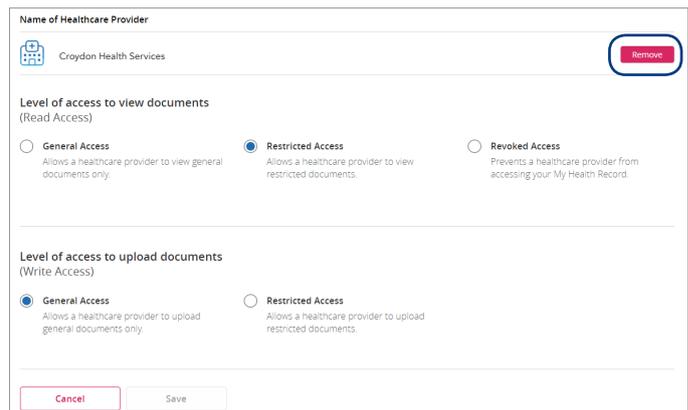## How to remove a doctor from the Healthcare Provider Access List in your My Health Record
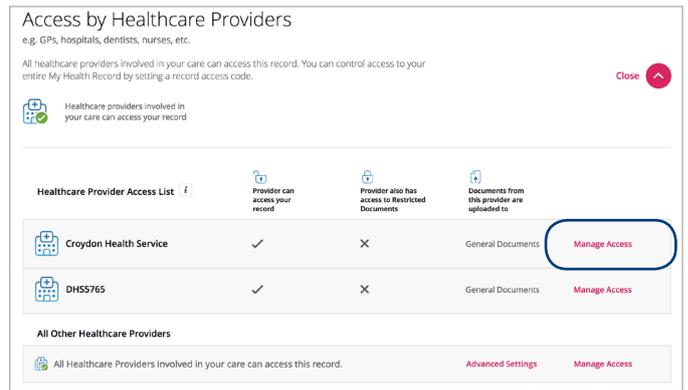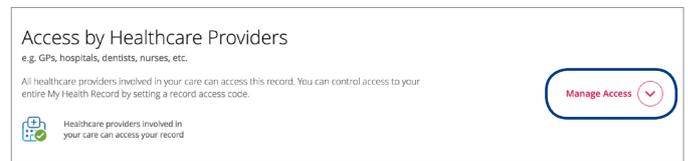
Log in to your My Health Record via myGov

1 Select 'Privacy & Access'

2 In the 'Document Access Settings' section select 'Manage Access'

3 A drop-down list appears. Select 'Manage Access' from the list

4 Select 'Remove', then select 'Continue' and 'Confirm'.

How to set a Limited Document Access Code (LDAC)
Log in to your My Health Record via myGov

1 Select 'Privacy & Access'

2 In the 'Access by Healthcare Providers' section select 'Manage Access'

3 Select 'Set limited document access code'

4 Enter a 4-8 character code, then select 'Continue' and 'Confirm'

This code cannot be the same as your Record Access Code, if you have one.

5 Find the document you want to block access to, select 'Manage Access'