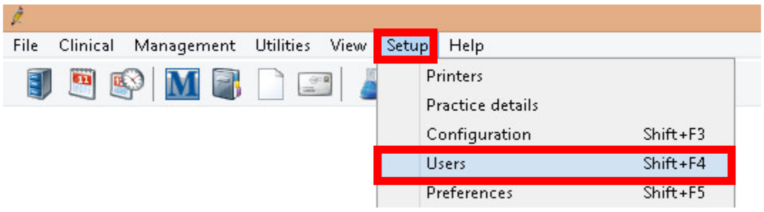
My Health Record Permissions in Best Practice

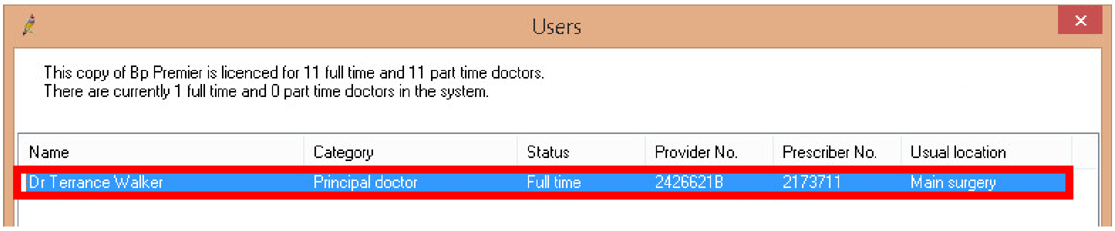
This document will take you through the step by step instructions on how to change permissions within Best Practice to allow or remove an individual user's access to patients My Health Record. Please ensure your permission settings for each individual user are in line with the practices My Health Record 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 Best Practice.

1. On the menu in Best Practice select *Setup > Users*



2. In the Users window select the employee required, and press *Edit.*

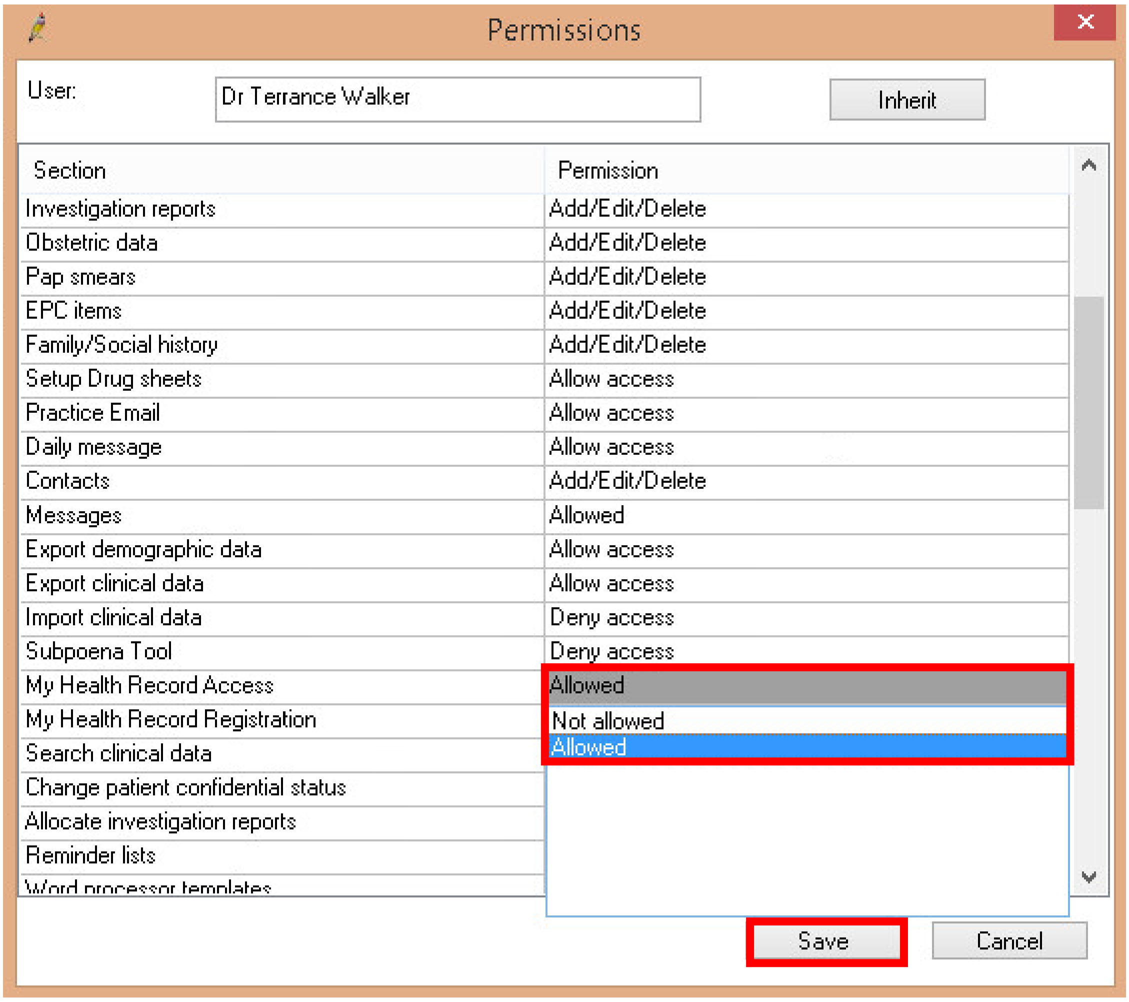


3. In the *Edit user details* select *Set Permissions*

First floor, Building 20, Garden City Office Park,
2404 Logan Road, Eight Mile Plains QLD 4113
PO Box 6435, Upper Mt Gravatt QLD 4122

T 3864 7555 | **F** 3864 7599 or 1300 467 265 | **bsphn.org.au**

4. In the *Permissions* section, scroll down to My Health Record Access. This is where the permissions can be *Allowed* and *Not allowed.* Once the appropriate permission has been set, select *Save*.



First floor, Building 20, Garden City Office Park,
2404 Logan Road, Eight Mile Plains QLD 4113
PO Box 6435, Upper Mt Gravatt QLD 4122

T 3864 7555 | **F** 3864 7599 or 1300 467 265 | **bsphn.org.au**