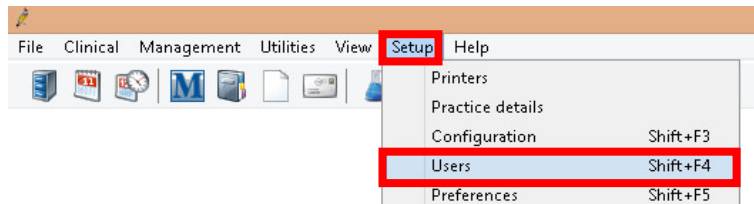


My Health Record Permissions in Best Practice

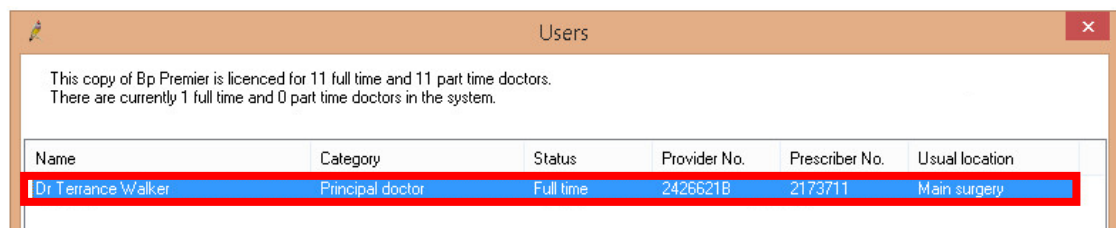
This document will take you through the step by step instructions on how to change permissions within Best Practice to allow or remove an individual user's access to patients My Health Record. Please ensure your permission settings for each individual user are in line with the practices My Health Record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

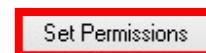
1. On the menu in Best Practice select *Setup > Users*



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



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



- 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*.

The screenshot shows a 'Permissions' dialog box for the user 'Dr Terrance Walker'. The dialog contains a table with two columns: 'Section' and 'Permission'. The 'My Health Record Access' row is highlighted with a red box, and the 'Allowed' option is selected. The 'Save' button at the bottom right is also highlighted with a red box.

Section	Permission
Investigation reports	Add/Edit/Delete
Obstetric data	Add/Edit/Delete
Pap smears	Add/Edit/Delete
EPC items	Add/Edit/Delete
Family/Social history	Add/Edit/Delete
Setup Drug sheets	Allow access
Practice Email	Allow access
Daily message	Allow access
Contacts	Add/Edit/Delete
Messages	Allowed
Export demographic data	Allow access
Export clinical data	Allow access
Import clinical data	Deny access
Subpoena Tool	Deny access
My Health Record Access	Allowed
My Health Record Registration	Not allowed
Search clinical data	Allowed
Change patient confidential status	
Allocate investigation reports	
Reminder lists	
Word processor templates	