Click here to enter a date

Resident’s Family Member/Carer name and address

Dear Click or tap here to enter text.,

We are writing to let you know that we are now registered to access the national My Health Record as part of our planning and delivery of care.

My Health Record provides a safe and convenient way to manage your loved one’s health information in one place, and easily share it with their health and aged care team.

Through My Health Record, our care team will have better and more timely access to our resident’s health information, particularly where treatment has been provided in health services outside our facility or where emergency treatment is needed.

Health information is uploaded into My Health Record by healthcare professionals, and this includes things like:

* Immunisations
* Medical History and shared health summaries
* Current medicines
* Blood test results e.g. iron tests, vitamin D
* Radiology reports e.g. X-Rays
* Discharge Summaries from any hospital visits
* Letters from specialist doctors if an outpatient appointment has been attended

My Health Record can also be used to store an Advanced Care Plan if that’s something you have or are thinking about with your loved one.

Everyone in Australia already has an existing My Health Record, unless they opted out, so we recommend talking to the GP and other healthcare professionals and asking them to add more health information into My Health Record.

You can also apply to access and manage a My Health Record on someone’s behalf. You can apply to be an authorised or nominated representative by going online at [www.digitalhealth.gov.au](http://www.digitalhealth.gov.au) and using the search function to find ‘representative’.

If you have any questions, you can chat to [insert name, position and contact information] or call the My Health Record helpline at 1800 723 471.

Yours sincerely,