

Overview of the Organisation Maintenance Officer (OMO) role for the My Health Record

The My Health Record works on the principle that the right information is loaded about the right person, by an Authorised Provider working at a Registered Location.

Organisations who register to participate in the My Health Record must ensure that:

- Users of the systems are Authorised to act within their role
- Users are linked to the organisation on the Health Identifier (HI) Service
- Clinical Information Systems have the correct HI Site certificate and NASH Site certificate loaded to enable information to be securely sent and received with the National Repositories Service
- Officially appoint the role of OMO to one staff member in the organisation
- Users know how to use the system and are aware of their legal responsibility in regards to the My Health Record Act
- The organisation has policies to support the requirements of the My Health Record Act
- The organisation operates to the Clinical Information Security Standards and the Australian Privacy Principles
- Information is correct, and coded

To complete and manage the above, the activities of the OMO are broken up into the following 4 areas:

1. Managing Roles for the My Health Record:

- Authorised Providers are linked to the Health Identifier Service
- Authorised Providers HPI-I (Health Provider Individual Identifier number) are entered into Clinical software

2. Maintaining trained use of the My Health Record:

- Ensuring all staff and Providers have been trained on the My Health Record Act
- Staff and Providers understand how to use the My Health Record according to their role

3. Policies and procedures for using the My Health Record

- Required policies for the My Health Record Act
- Policies relating to accreditation
- Instructions on the use of the My Health Record Act for both CIS and Provider Portal

4. Computer Use and Security

- RACGP Computer and Information Security Standards
- RACGP Standards 4: Quality Health Records