# My Health Record: Managing User Accounts Policy and Register

* As a healthcare provider using MHR, we ensure that:
  + the below user account register is regularly managed and updated
  + the healthcare provider software controls access to the MHR system is limited to those staff whose duties require them to access the system
  + Each staff member is provided with a unique user account with individual login details
  + Staff passwords are regularly reviewed, changed and sufficiently complex i.e. a combination of more than 13 letters, numbers and symbols
* Guidance to users of MHR
  + Users should deactivate screensavers by entering their username and password, or an access process such as swiping a barcode or access card.
  + A user account is immediately suspended or deactivated when a user leaves the organisation, has the security of their account compromised or whose duties no longer require them to access the MHR system.
  + A user account is inactivated/deleted after the departure of the staff member as part of the organisation's off-boarding process.

Where the MHR system access is required, we maintain the below list of up-to-date authorised providers in our organisation and communicate this with the System Operator (Australian Digital Health Agency).

**User Account Register**

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| **Staff Member Name** | **Position** | **Authorised Access Date** | **Deactivation Date** |
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