



Australian Government



myagedcare

How to use the My Aged Care client portal

March 2019

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1. What can I find in this guide?

The My Aged Care Client Portal User Guide (Client Portal User Guide) outlines how clients (you) and representatives (such as carers or others who may act on your behalf) will use the My Aged Care client portal (the client portal).

This user guide will provide you and/or your representatives with information on how to access the client portal, view and maintain your personal details and who you can contact for further assistance.

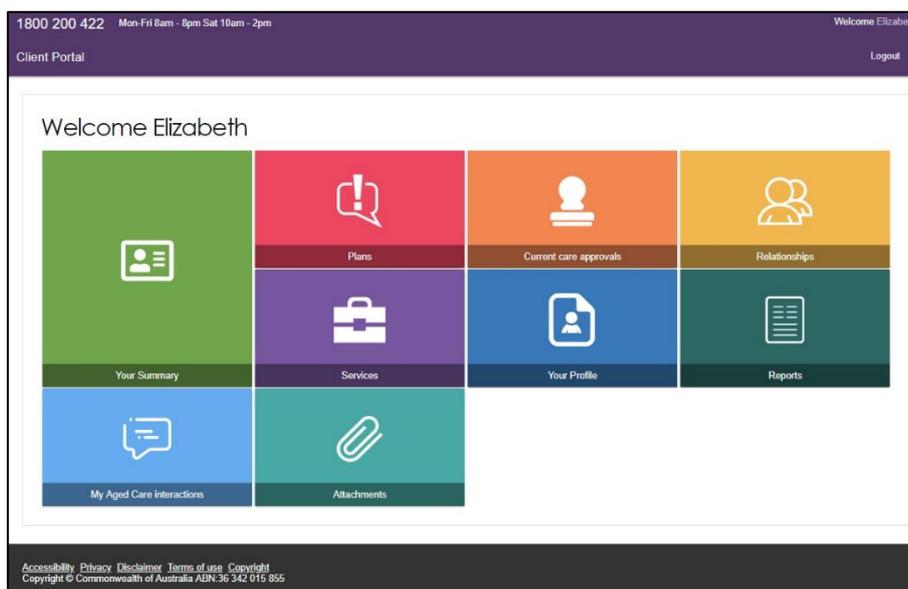
You can view your My Aged Care client record, view and update personal and representative details, and see your interactions with My Aged Care, including assessment outcomes, support plans and service information.

1.1 What is the client portal used for?

The client portal is the key tool for you and your representatives to view your aged care services. You can use the portal to:

- View a summary of your interactions with My Aged Care
- View and update your personal details
- View and update your relationships including representatives and primary contact person
- View your current support plans
- View your current care approvals
- View the aged care services you are currently receiving
- View your interactions and communications with My Aged Care
- View and upload attachments
- View and print your information e.g. Referral Code letter.

This is the home page of the client portal, and the first page you will see when you log into the client portal.



You can access the following functions from the client portal homepage:

1. “Your Summary” function shows key information about your interactions with My Aged Care and summarises your assessments, service recommendations and approvals, service delivery status, and goals.
2. The “Plans” function shows the plans that have been created based on your care needs.
3. The “Current care approvals” function shows what care types you are currently approved to receive.
4. The “Relationships” function shows people who are involved in your care needs.
5. The “Services” function shows what services you are currently receiving.
6. The “Your Profile” function shows your contact information and personal details.
7. The “Reports” function allows you to view and print previously generated client information.
8. The “My Aged Care interactions” function shows contact you have had with My Aged Care.
9. The “Attachments” function allows you to add important documents such as your power of attorney.

1.2 Key Term Description

ACAT/ACAS	Aged Care Assessment Teams (ACATs) or Aged Care Assessment Service (ACAS) in Victoria, conduct face-to-face comprehensive assessments to determine a client's eligibility for care types under the <i>Aged Care Act 1997</i> (the Act), with approval subject to a decision by an ACAT Delegate.
Client record	People seeking access to aged care services will have a client record created by My Aged Care contact centre staff. The client record will include client details (and carer or representative details), details about assessments and support plan, and information about service(s) received. Clients will be asked to provide consent to enable their client record to be shared with assessors and service providers. Assessors and service providers will update information on the client record, and clients and their representatives will be able to view this information on the client portal, via myGov.
Consumer	People without a client record.
Client	People who have registered with My Aged Care and have a client record.
Client service information	Information about services that a provider delivers to a client. The provider is required to enter this information into the client record via the My Aged Care provider portal. Clients and their representatives will be able to view this information on the My Aged Care client portal, via myGov.
Interim HCP	<p>An Interim Home Care Package is a Home Care Package assigned or received by a client, at a level lower than their approved level of care.</p> <p>A client can choose not to be considered for assignment of an Interim Home Care Package, and can set a minimum level for an Interim Home Care package (up to 2 levels lower than their approved level).</p>
National priority system	The way in which home care approved clients are prioritised for assignment of a Home Care Package. This process is managed by the department based on the outcomes of assessments and approvals for home care as completed by ACATs.

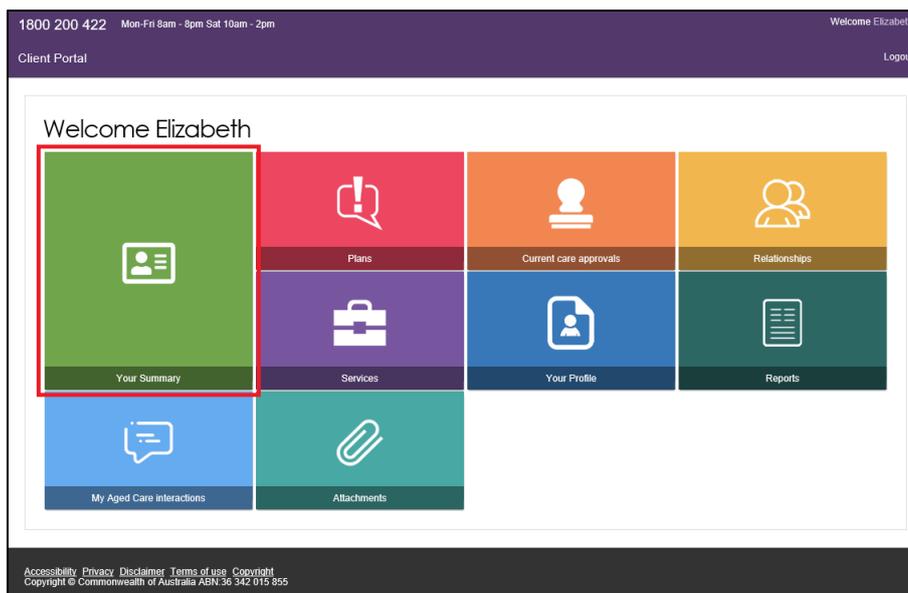
RAS	The My Aged Care Regional Assessment Service (RAS) conduct face-to-face home support assessment for clients seeking to access Commonwealth Home Support Programme (CHSP) services.
Referral for assessment	A referral sent by My Aged Care contact centre staff requesting an assessment (home support or comprehensive) for a client.
Referral for service	A referral sent by either My Aged Care contact centre staff or assessors requesting services for a client. Referrals can be sent electronically to a provider, or a client can be provided with a referral code.
Representative	Clients can nominate one or more representative(s), (e.g. a carer), to speak and act on their behalf. The My Aged Care system enables a representative to be classified as regular or authorised. If an older person is capable of providing consent for someone else to speak and act for them, they can set up someone else as their regular representative . If an older person is not capable of providing consent for someone else to speak on their behalf, they will need an authorised representative . Authorised representatives need to provide My Aged Care with legal documentation to show that they can legally act in this role.
Seeking services	Seeking services/not seeking services is an indicator of a client approved for home care and their preference for accessing a Home Care Package. If the client is approved for a Home Care Package and seeking home care services they will be added to the national priority system to await assignment of a Home Care Package.
Service finders	A search function available on the My Aged Care website that allows an individual to view service information.
Support plan	A plan developed by the home support assessor or comprehensive assessor with the client. The support plan identifies the client's needs, goals and service preferences. Assessors and providers will be able to view a client's support plan via the My Aged Care portals. Clients and their representatives will be able to view this information on the client portal, via myGov. A copy can also be provided to the client by the assessor.

2. How do I view a summary of my interactions with My Aged Care?

You are able to view a summary of key information about interactions you have with My Aged Care, which can include:

- Assessment information for assessments conducted by My Aged Care
- Current Care Approval information
- Service recommendations that assessors have made
- Service delivery status of any services in place (or that have been ended) with a service provider
- Goals that you set as part of the assessment process
- Information about any heightened support assessors may be giving you (these are called Reablement and linking support periods)

Step One: Select the 'Your Summary' icon from the client portal home page.



'Your summary' will be displayed.

Mrs Elizabeth BRADSENT
Female, 89 years old, 11 February 1930, AC15338866
7 ARCHIBALD STREET LYNEHAM, ACT, 2602
Identifies as Aboriginal

Primary contact: Elizabeth Bradsent (self)
[View all relationships](#)

Your summary

Your summary

Your assessments

Comprehensive Assessment	Comprehensive Assessment	Screening
Assessment Complete on 12 February 2019 Aged Care Assessment Service 02 2821 2453	Finalised on 11 February 2019 Aged Care Assessment Service 02 2821 2453	Complete on 11 February 2019

Your recommendations and approvals

Help at home – Entry level support (Commonwealth Home Support Programme)	Meals - At Home	Your service delivery status
Help at home – More complex care (Home Care Packages)	Social Support Group	Ended on 26 February 2019 - Aged Care Inc - Outlet 2 9876 5432 Referral code 1-55826445034
	Home Care Package Level 4 Priority for home care service: Medium Approval pending	Ended on 26 February 2019 - Aged Care Inc - Outlet 2 9876 5432
Aged care (nursing) home (Residential Care)	Residential Permanent Approval start date: 11 February 2019	Referral code 1-55826447216

Your goals

To obtain meals on wheels	Status: In Progress
To meet new friends	Status: In Progress

[View details](#)

Your assessment information will be displayed at the top of the page.

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Your summary

Your summary

Your assessments

Comprehensive Assessment	Comprehensive Assessment	Screening
Assessment Complete on 12 February 2019 Aged Care Assessment Service 02 2821 2453	Finalised on 11 February 2019 Aged Care Assessment Service 02 2821 2453	Complete on 11 February 2019

You can view any completed assessments by selecting the icon next to the assessment.

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Identifies as Aboriginal

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Your summary

Your summary

Your assessments

Comprehensive Assessment	Comprehensive Assessment	Screening
Assessment Complete on 12 February 2019 Aged Care Assessment Service 02 2821 2453	Finalised on 11 February 2019 Aged Care Assessment Service 02 2821 2453	Complete on 11 February 2019

Your Care Approvals, service recommendations and service information will be displayed in the middle of the page.

Your summary
⊞ ⌕

Your assessments

<p>Comprehensive Assessment ⊞</p> <p>Assessment Complete on 12 February 2019 Aged Care Assessment Service ☎ 02 2821 2453</p>	<p>Comprehensive Assessment ⊞</p> <p>Finalised on 11 February 2019 Aged Care Assessment Service ☎ 02 2821 2453</p>	<p>Screening ⊞</p> <p>Complete on 11 February 2019</p>
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Your recommendations and approvals

<p>Help at home – Entry level support (Commonwealth Home Support Programme)</p> <p>?</p>	<p>Meals - At Home</p> <p>Social Support Group</p>
<p>Help at home – More complex care (Home Care Packages)</p> <p>?</p>	<p>Home Care Package Level 4 Priority for home care service: Medium Approval pending</p>
<p>Aged care (nursing) home (Residential Care)</p> <p>?</p>	<p>Residential Permanent Approval start date: 11 February 2019</p>

Your service delivery status

<p>Ended on 26 February 2019 - Aged Care Inc - Outlet 2 ☎ 9876 5432 Referral code 1-55826445034</p>
<p>Ended on 26 February 2019 - Aged Care Inc - Outlet 2 ☎ 9876 5432</p>
<p>Referral code 1-55826447216</p>



If you have been approved for a home care package or have received any letters in relation to your home care package, you can view these letters by selecting 'View home care package letters'.

<p>Help at home – More complex care (Home Care Packages)</p> <p>?</p>	<p>Home Care Package Level 2 Priority for home care service: Medium Approval start date: 14 February 2019</p> <p>Home Care Package Level 2 Priority for home care service: Medium Approval start date: 23 January 2019</p>
	<p>View home care package letters</p>

Information about your goals is displayed at the bottom of the page, and to view more details about your goals, select 'View details'.

This will take you to your current support plan where you can view further information about the goals and recommendations recorded as part of your assessment.

Your summary

Your assessments

Comprehensive Assessment	Comprehensive Assessment	Screening
Assessment Complete on 12 February 2019 Aged Care Assessment Service 02 2821 2453	Finalised on 11 February 2019 Aged Care Assessment Service 02 2821 2453	Complete on 11 February 2019

Your recommendations and approvals

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Aged care (nursing) home (Residential Care)

Residential Permanent	Referral code 1-55826447216
Approval start date: 11 February 2019	

Your goals

To obtain meals on wheels	Status: In Progress
To meet new friends	Status: In Progress

[View details](#)

Your summary can be printed in a similar format as it is displayed within the portal.

Mrs Elizabeth BRADSENT
Female, 89 years old, 11 February 1930, AC15338866
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Identifies as Aboriginal

Primary contact: Elizabeth Bradsent (self)
[View all relationships](#)

Your summary

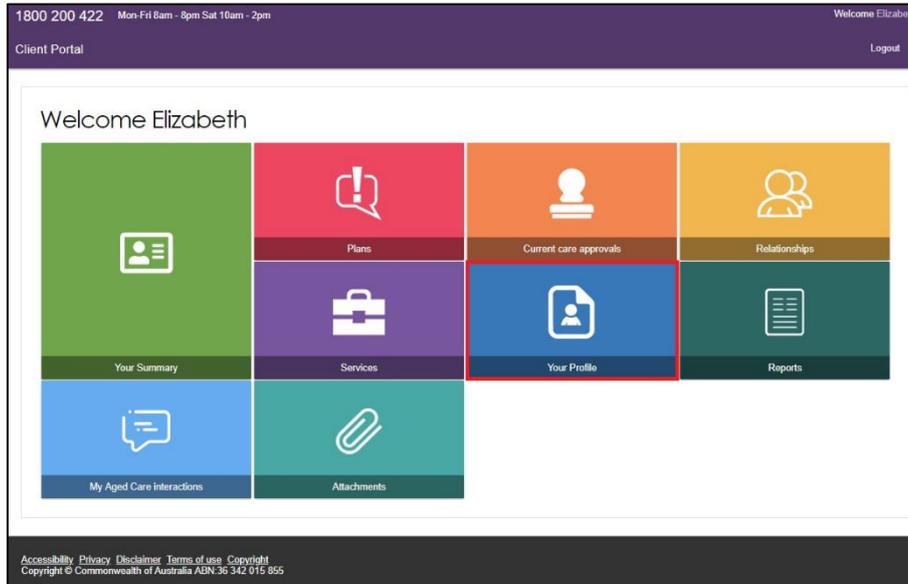
Your assessments

Comprehensive Assessment	Comprehensive Assessment	Screening
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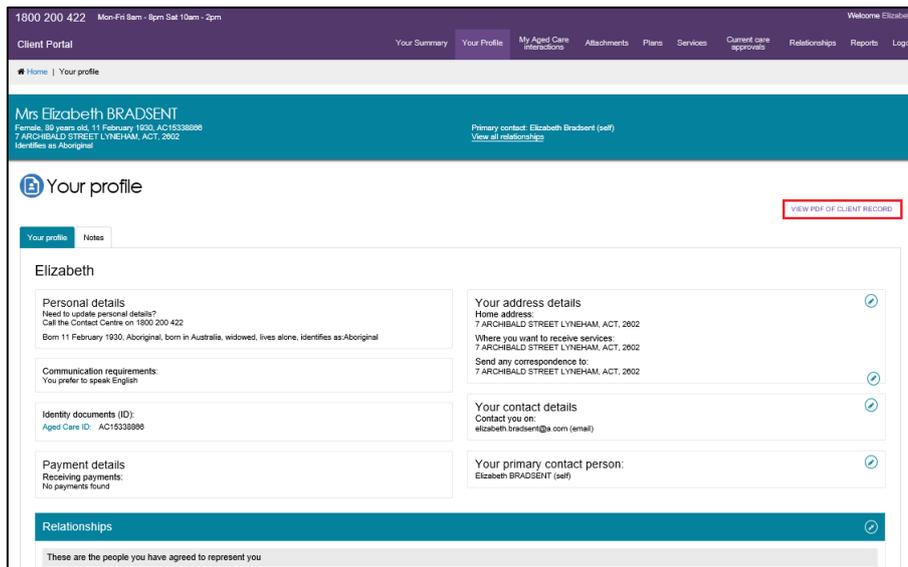
3. How do I view and update my personal information?

You can view and update your personal information in the My Aged Care client portal. This will enable you to check on the details and update your personal information such as address and contact details at any time.

Step One: Select the 'Your profile' icon from the client portal home page.



This will bring you to the 'Your profile' page.



On the 'Your profile' page you can view the following information:

- Personal details
- Communication requirements
- Identity documents
- Payment details

- Address details
- Contact details
- Primary contact person
- Relationships
- Support plans and care approvals
- Services in place
- Interactions with My Aged Care.

You are also able to print a copy of your client record and view a PDF summary of your My Aged Care client record.

Step Two: Select the Edit icon next to the field that you want to update.

E.g. If you wish to edit your Primary Contact, who will be the first point of contact on your behalf, for phone calls from the My Aged Care contact centre, assessors and service providers.

Mrs Elizabeth BRADSENT
Female, 89 years old, 11 February 1930, AC15338866
7 ARCHIBALD STREET LYNEHAM, ACT, 2602
Identifies as Aboriginal

Primary contact: Elizabeth Bradsent (self)
View all relationships

VIEW PDF OF CLIENT RECORD

Your profile | Notes

Elizabeth

Personal details
Need to update personal details?
Call the Contact Centre on 1800 200 422
Born 11 February 1930, Aboriginal, born in Australia, widowed, lives alone, identifies as Aboriginal

Communication requirements:
You prefer to speak English

Identity documents (ID):
Aged Care ID: AC15338866

Payment details
Receiving payments:
No payments found

Your address details [Edit icon]
Home address:
7 ARCHIBALD STREET LYNEHAM, ACT, 2602
Where you want to receive services:
7 ARCHIBALD STREET LYNEHAM, ACT, 2602
Send any correspondence to:
7 ARCHIBALD STREET LYNEHAM, ACT, 2602

Your contact details [Edit icon]
Contact you on:
elizabeth.bradsent@a.com (email)

Your primary contact person: [Edit icon]
Elizabeth BRADSENT (self)

Step Three: Select 'Save Changes' once you have completed editing your information.

Where you want to receive services:
7 ARCHIBALD STREET LYNEHAM, ACT, 2602

Change my primary contact person

Change my primary contact person to: [Help icon]

Elizabeth Bradsent (self)

Wendy Braddinck

SAVE CANCEL

This will update the information in your client record, which can be viewed by providers and assessors.

4. How do I view and update my My Aged Care relationships?

You can view and update information about relationships you have with representatives or carers in the client portal.

Agreeing for someone to be your representative in My Aged Care allows them to speak and act for you. A representative can do things for you like:

- give information to My Aged Care, including talking to assessors, the My Aged Care contact centre and service providers
- get information about your progress in My Aged Care
- make decisions about aged care assessment and referrals for aged care services
- see and update your information through the contact centre or on the My Aged Care client record on myGov
- be listed as your primary contact so they are the first contact point for My Aged Care.

There are three ways to put in place a regular representative:

- Call My Aged Care on 1800 200 422 with your chosen representative. My Aged Care can call your representative later if they can't be with you for this call, or
- Complete the My Aged Care '[Appointment of a Representative](#)' form and mail it to My Aged Care, PO Box 210, Balwyn, Victoria, 3103, or fax it to My Aged Care (1800 728 174), or
- If your representative is with you at your aged care assessment, you can ask the assessor to add them as your representative at that time.



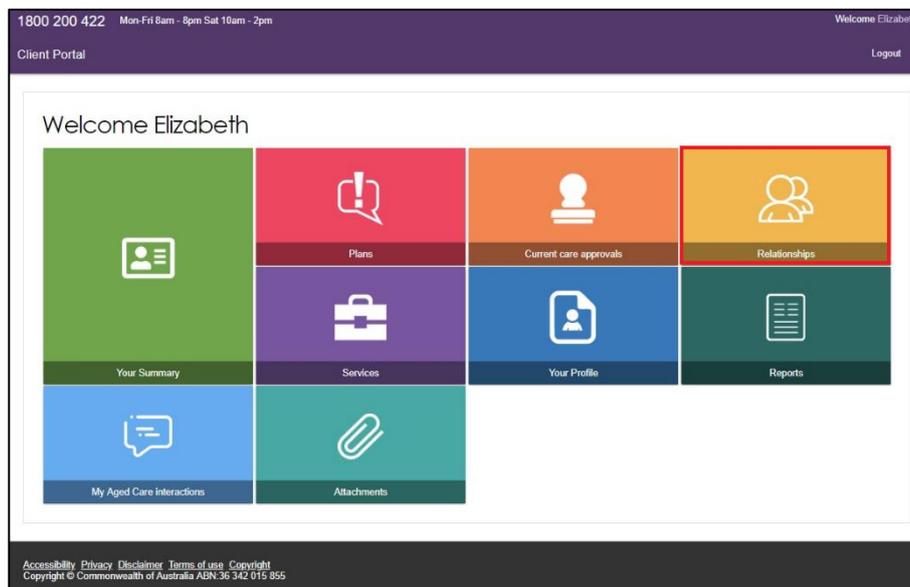
You must have the person's agreement before nominating them as a regular representative. Once you have their agreement, you will need to provide some personal information about your representative.

There are several types of relationships that are displayed on this page:

- **Carer** – a person who has an ongoing role in supporting you and your needs (e.g. a family member or friend)
- **Emergency contact** – a person to be contacted in case of an emergency
- **Primary contact** – a person (which can be the client) who will be the first point of contact for phone calls.
- **Representative** – a person (or organisation) who has authority to undertake actions on your behalf for functions within My Aged Care. A representative gains this authority either by being nominated by you or being appointed under a legal basis:
 - **Regular** – nominated by you by providing consent for the representative to act on your behalf; or

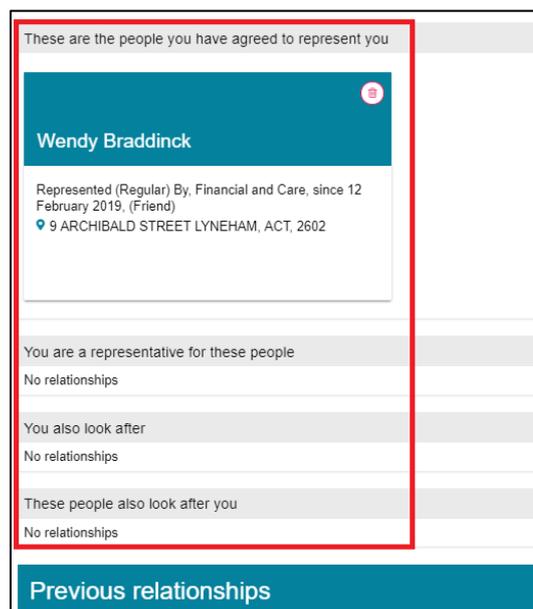
- **Authorised** – appointed under a legal basis to act on your behalf. The [legal documents](#) need to be provided to My Aged Care in order to become an authorised representative and shows us that someone can legally make health, personal and lifestyle decisions for you.

Step One: Select the 'Relationships' icon from the client portal home page.

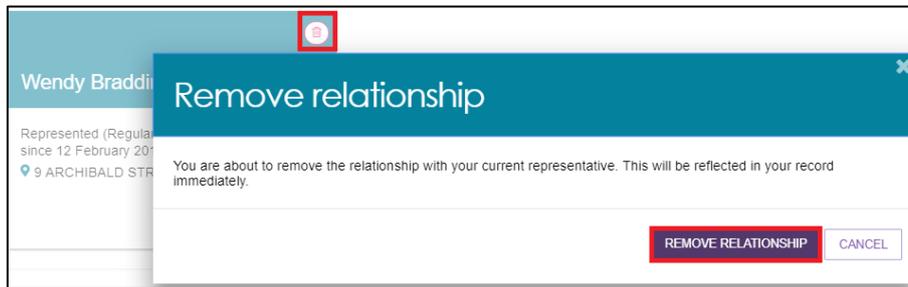


Step Two: This will bring you to the 'Relationships' page where you can view the following information:

- People who represent you
- People you represent
- People you look after
- People who look after you
- Previous relationships.



Step Three: Select the 'Remove icon then 'Remove Relationship' to remove a regular representative.



If you have more than one relationship recorded on your client record, you will have the option to remove each one by selecting the corresponding remove icon.

You may also choose to select a date for the representation to end, after which the representative's rights will cease.

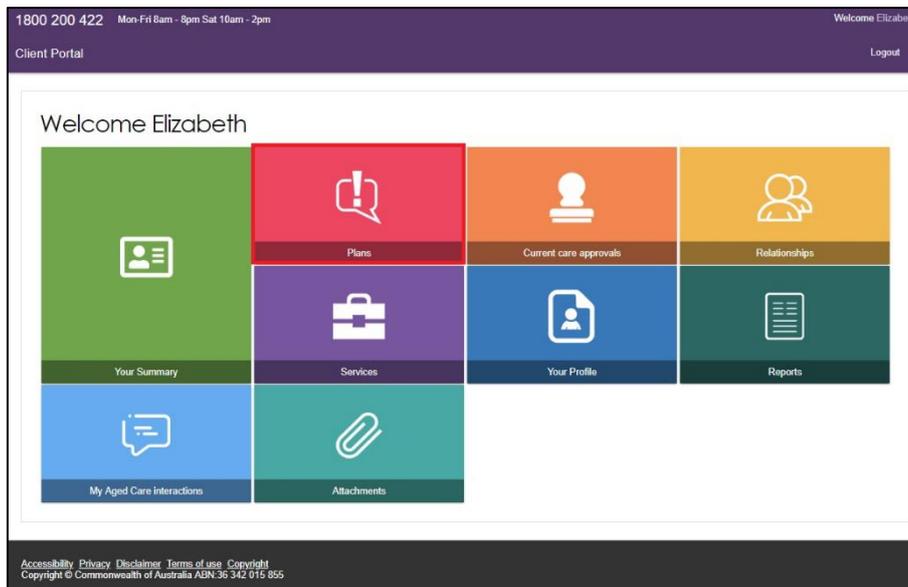


If you no longer need an authorised representative, your **authorised representative** will need to call My Aged Care to make the change.

5. How do I view my current care plans?

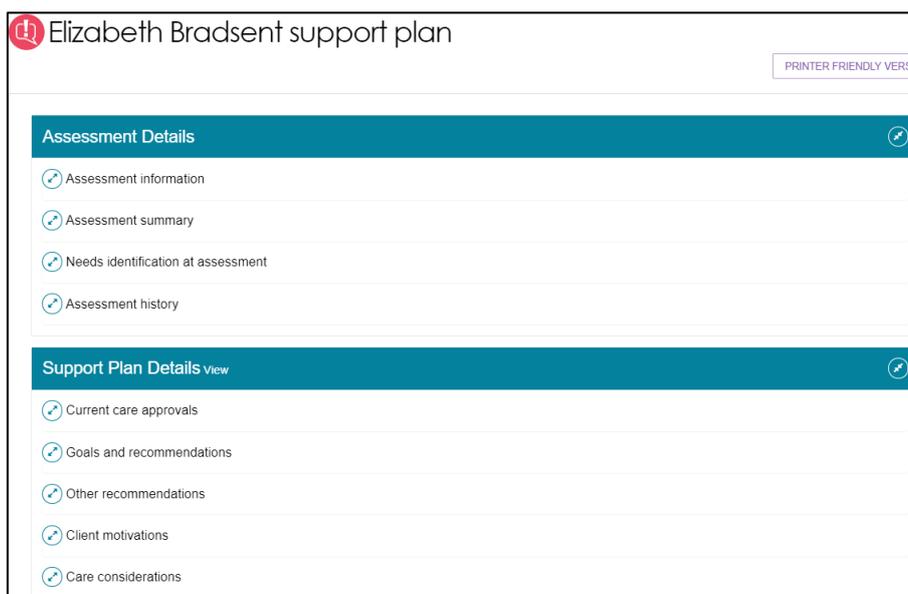
You can view your current plans in the client portal. This will enable you to check on the details of your Support Plan at any time.

Select the 'Plans' icon from the client portal home page.



This takes you to the 'Plans' page, where you can view your Support Plan.

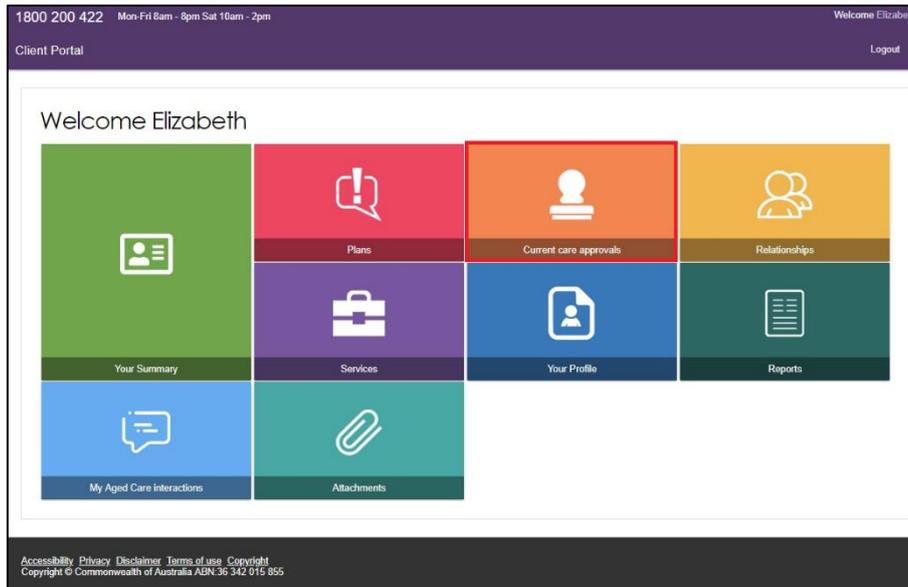
It contains details of your individual concerns and goals as discussed and agreed between you and your assessor. Following a completed assessment by an Aged Care Assessment Team (ACAT) or Regional Assessment Service (RAS), details of your Support Plan will be displayed.



6. How do I view my current care approvals?

You can view your current care approvals, such as approvals for Residential Care or Home Care Packages, in the client portal without having to contact the assessor who completed your assessment.

Select the 'Current Care Approvals' icon from the client portal home page.



This will take you to the 'Approvals' page, where you can view any care approvals you have received.



6.1 For clients with Home Care Package approvals

If you are approved for a Home Care Package you will be able to see some additional information regarding your approval on this page.



If you are in the national priority system awaiting a medium priority Home Care Package, you will receive a letter to notify you of the upcoming assignment of your first package approximately three months prior to the expected assignment date.

This letter is aimed to encourage you to commence the preparation required to take place prior to the Home Care Package assignment and commencement of services.

A copy of this letter will appear on the client record under the 'Attachments' tab with the other Home Care Package letter.

Home care

All dates and times are in Australian Eastern Standard Time (AEST)

Seeking services 

Last changed on 19 February 2019 02:06:30 PM

Package pending (not assigned)

Agreed minimum package Home Care Package Level 2

Request for Home Care Package Level 4

Priority for home care services Medium

Expected time to approved package 12+ months for Home Care Package Level 4 

Interim package Home Care Package Level 2 assigned on 19 February 2019

Assigned package awaiting take-up

Interim Home Care Package Level 2 - Take-up by 16 April 2019

Package assigned 19 February 2019

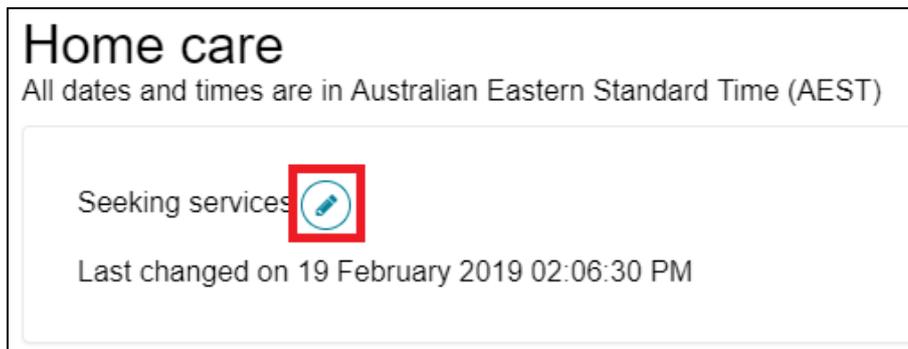
Take-up deadline 16 April 2019

Status Assigned effective 19 February 2019 with reason: Package Assigned

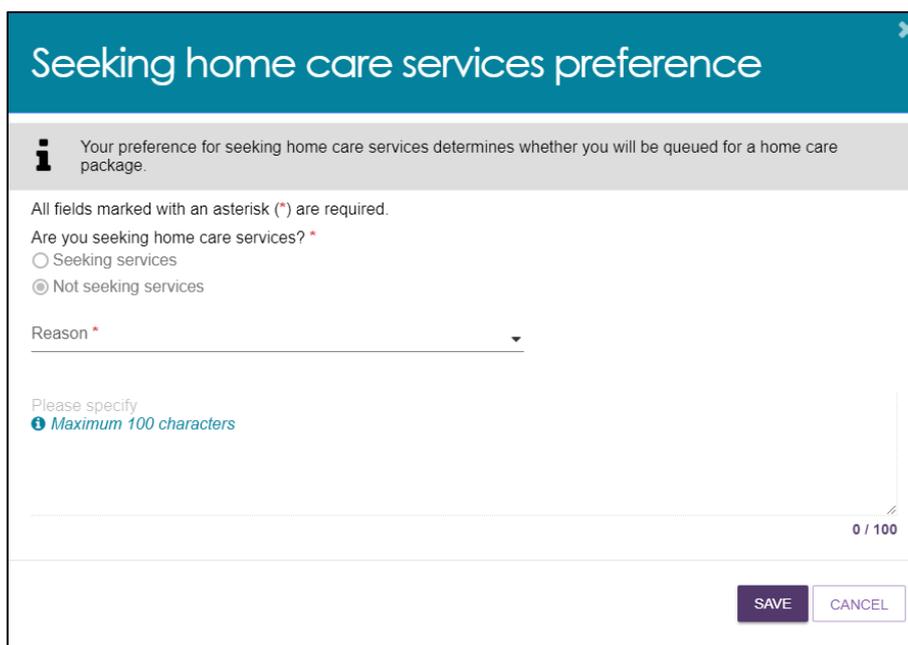
[VIEW HISTORY](#)

In addition, you can choose to opt in or out of the national priority system for Home Care Packages.

You can do this by selecting the edit icon next to 'Seeking services' or 'Not seeking services'. This can be found under the 'Home care' section of the page.



Selecting the edit icon will bring up the following pop up:



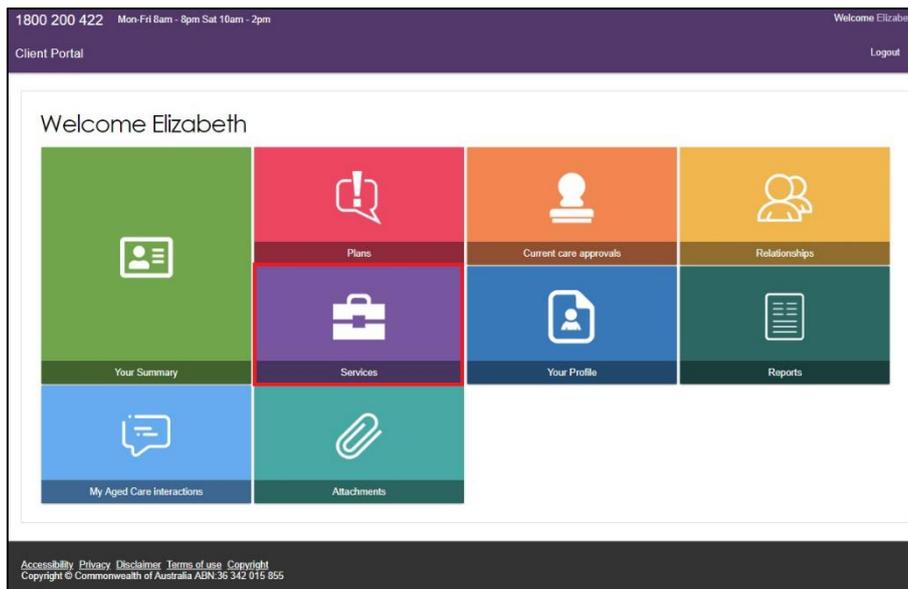
If you choose:

- 'Seeking Services', you will be placed in the national priority system and will be assigned a Home Care Package based upon your priority and the length of time since you were approved for home care.
- "Not seeking Services", you will be removed from the national priority system and will not be assigned a Home Care Package. You can change between 'seeking services' and 'not seeking services' as many times as you need to.

7. How do I view my current aged care services?

You can view the aged care services you are currently receiving in the client portal. This will enable you to check on the status and details of the services at any time.

Select the 'Services' icon from the client portal home page.



This will take you to the 'Services' page, where you can view the following information:

- **Current services in place:** these services and care have already been assigned to a service provider and service delivery has already started.
- **Referrals for services:** these services have been recommended as part of your support plan, but have yet to be accepted by a service provider.

On this page, you are also able to view previous services that have been completed or ceased and are no longer being delivered.

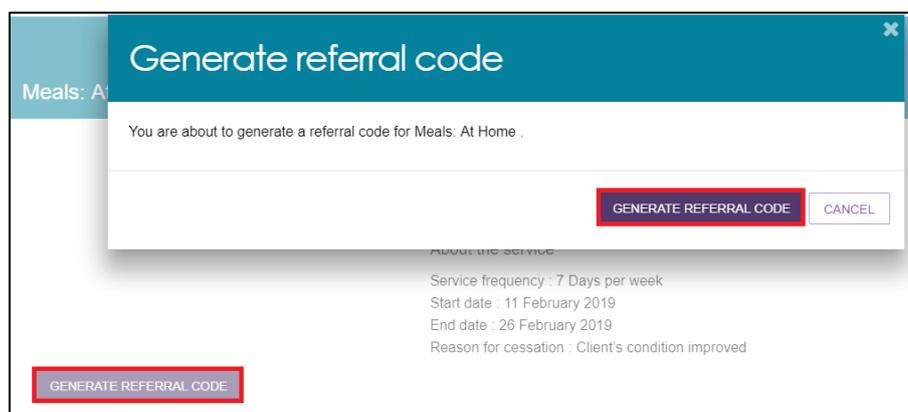


Depending on whether the services are already in place, pending or ceased, each entry can have information regarding:

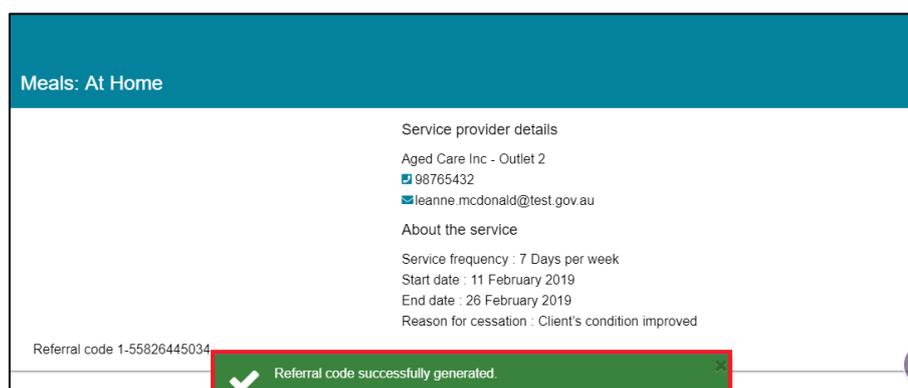
- service type;
- details of the service and service provider details;
- details about the referral; and
- service dates or recommended start dates.

You are also able to:

- view existing referral codes;
- generate/reactivate referral codes; and
- print or download the Referral Code letter.



When a referral code has been successfully generated, a message will appear on screen and the referral code will be displayed.



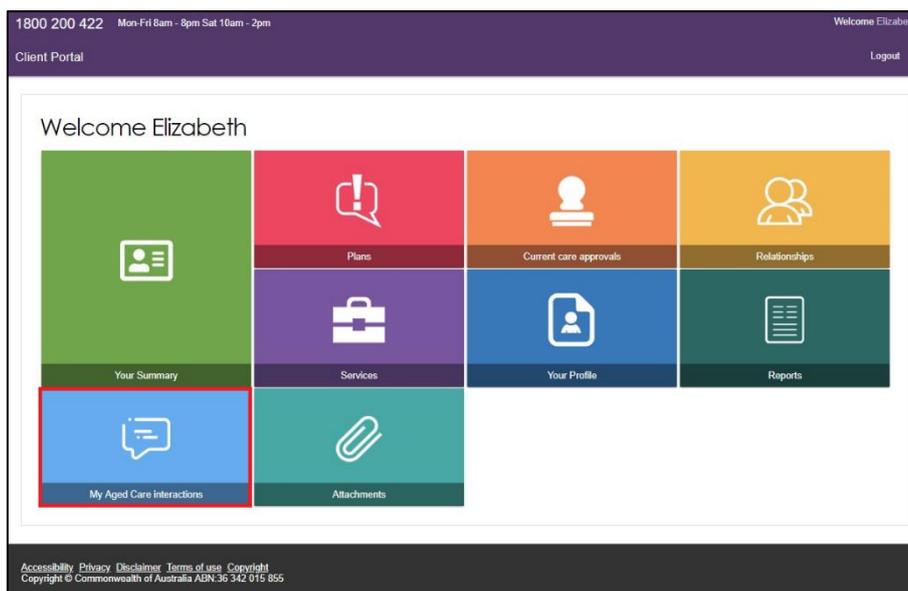
You can use this referral code and take it to a service provider that you are interested in commencing services with, who will then be able to access your referral using this code in their portal (the My Aged Care provider portal).

8. How do I view my interactions with My Aged Care?

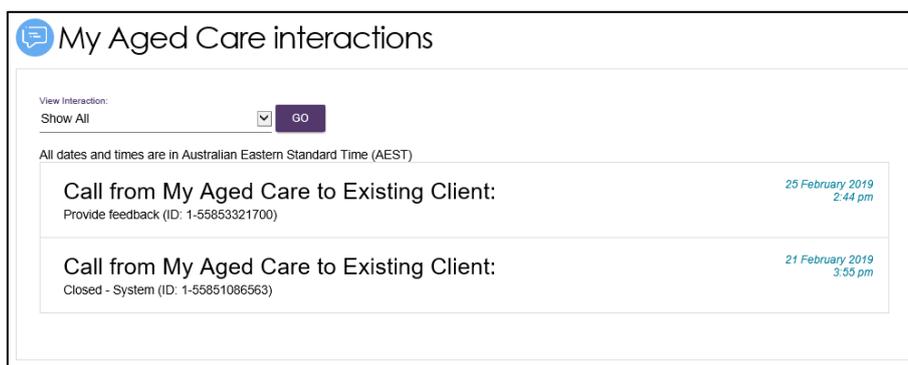
You can view the interactions you have with My Aged Care in the client portal. These may be phone calls, web enquiries, faxes or email communication you have with My Aged Care.

You will be able to check the details of all your interactions at any time, without having to contact the My Aged Care contact centre.

Step One: Select the 'My Aged Care Interactions' icon from the client portal home page.



This will take you to the 'My Aged Care Interactions' page, where you can view details of your previous interactions with My Aged Care.

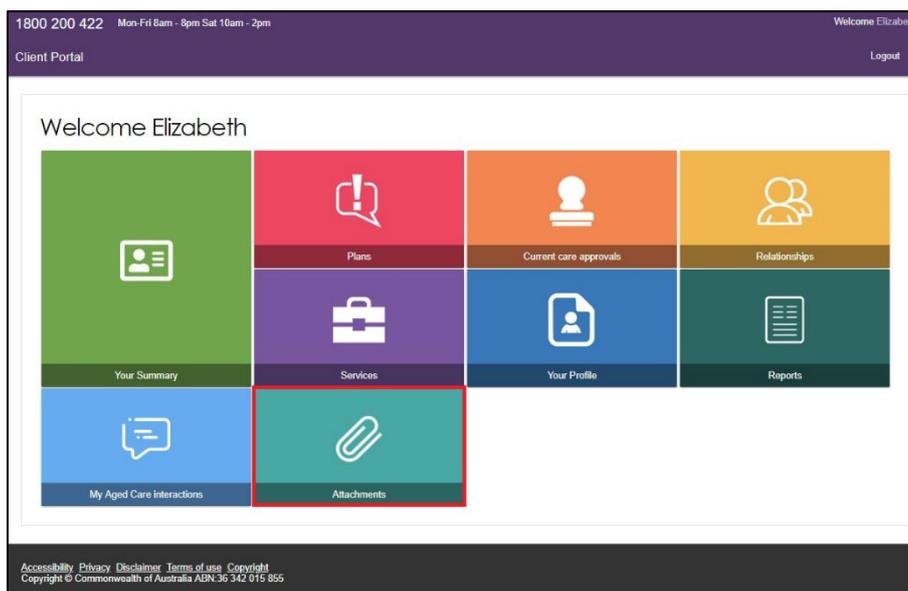


9. How do I view and upload attachments

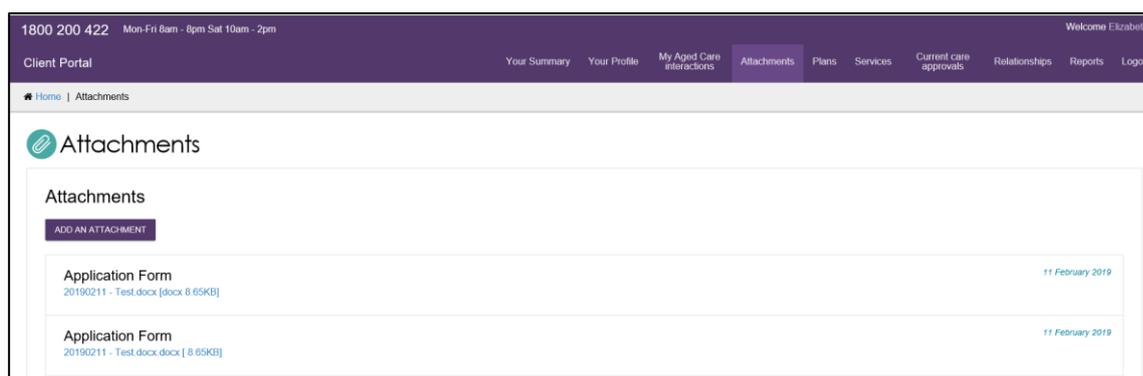
You can view and upload attachments in the client portal, such as legal documents, an [Appointment of a Representative Form](#), medical information or diagrams, or other relevant documents.

This will enable you to check the details of attachments that have been provided to My Aged Care, such as legal or medical documents provided by your authorised representative or doctor. You can also upload new documents at any time, without having to contact the My Aged Care contact centre.

Step One: Select the 'Attachments' icon from the client portal home page.

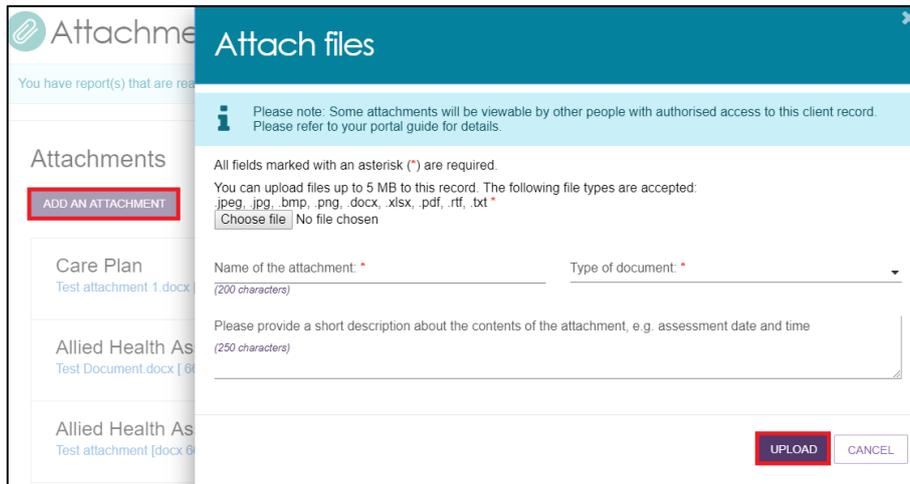


This will take you to the 'Attachments' page, where you can view details of attachments that have been uploaded to My Aged Care.

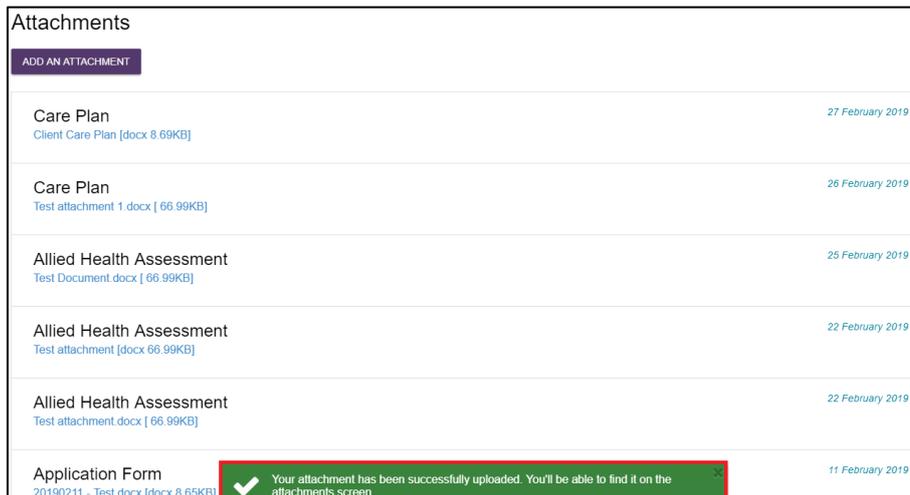


Step Two: Select the 'Add an attachment' button at the top of the page to upload a new attachment.

You can then browse for the attachment and input the name and type of the attachment. Select 'Upload' to upload the file.

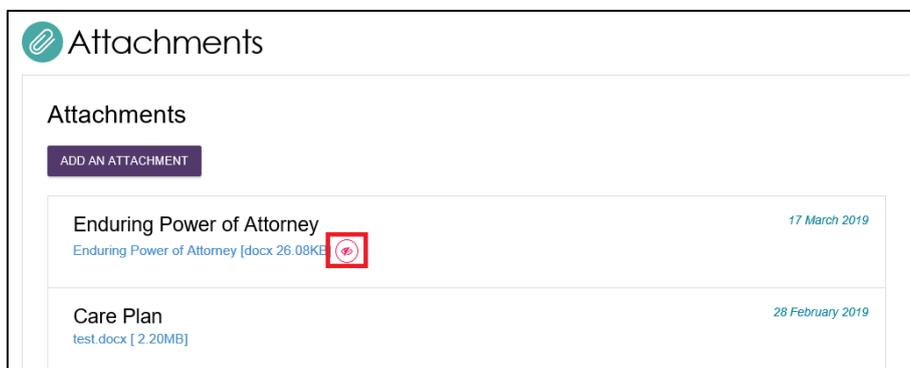


A message will be displayed at the top of the screen when the attachment has been successfully uploaded.



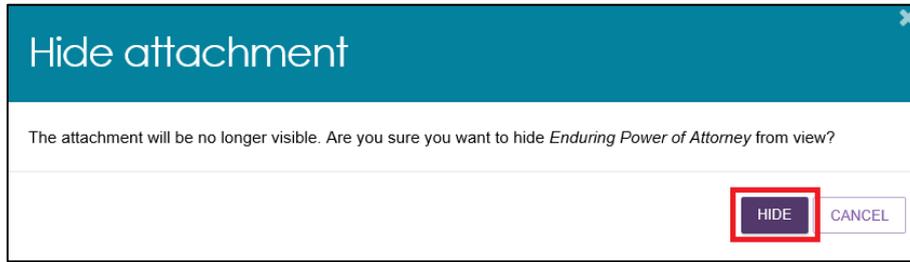
Step Three: You also have the ability to hide attachments from view. The particular attachment will not be visible to assessors and service providers when hidden. Only the My Aged Care contact centre will be able to see this attachment.

To hide the attachment, select the 'Hide' icon.



In the pop up box, select 'Hide'.

In the pop up box, select 'Hide'.



A confirmation message will display.



 Only the following attachments can be hidden from the client portal:

- Appointment of Enduring Guardian
- Appointment of Representative form
- Enduring Power of Attorney
- Guardianship Order
- Legal documentation
- Letter by Medical Practitioner
- Statutory Declaration

10. Where can I find out more information?

You can contact My Aged Care contact centre on 1800 200 422. The contact centre is available from 8am to 8pm Monday to Friday and 10am to 2pm Saturday in your state or territory. You can also visit the website at the My Aged Care website (www.myagedcare.gov.au).

Further information on getting help to talk to My Aged Care is also available at: <https://www.myagedcare.gov.au/how-do-i-get-help-to-talk-to-my-aged-care>.

Need an interpreter?

If you speak a language other than English you can phone the [Translating and Interpreting Services](#) (TIS) on 131 450. TIS covers more than 100 languages and is available 24 hours a day, 7 days a week, for the cost of a local call.

Alternatively, you can call the contact centre on 1800 200 422 to organise an interpreter through TIS.

Have a hearing or speech impairment?

If you suffer from hearing or speech impairments, you can use the Telephone Typewriter (TTY) service on 133 677 or 1800 555 677 (for 1800 freecall numbers) so that My Aged Care can support you.

Emergency Calls

If you require urgent medical assistance, call triple zero (000).

For emergency respite support, call 1800 059 059.