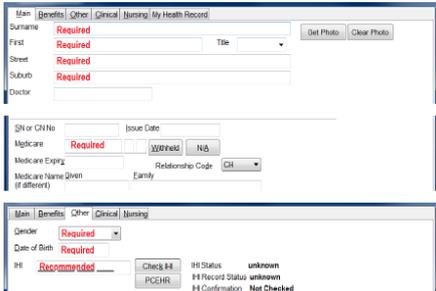
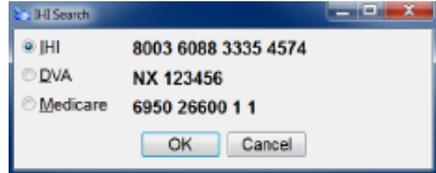
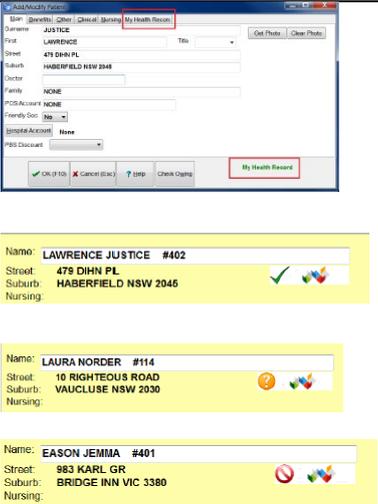
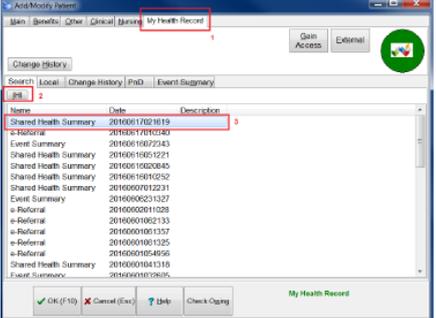


Viewing Clinical Documents in My Health Record

Note: These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system

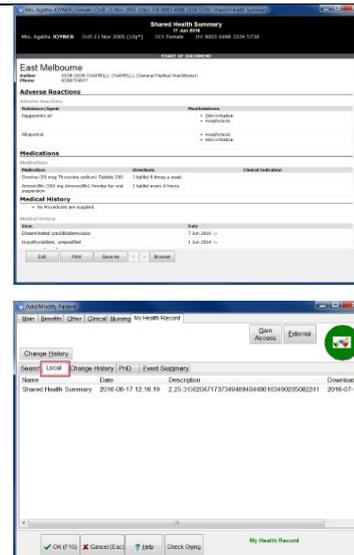
<p>STEP 1:</p> <p>Access the patient details screen (F3). Ensure the patient's IHI is retrieved in the system by collecting the five core demographic details: first name, surname, gender, date of birth and Medicare/DVA card.</p>	
<p>STEP 2:</p> <p>Select <check IHI> to confirm the patient details from the HI Service. Choose a detail to verify the IHI with.</p>	
<p>STEP 3:</p> <p>My Health Record access will be available once the IHI details are verified.</p>	
<p>STEP 4:</p> <p>The My Health Record logo appears in the dispense screen when a patient is selected. If the patient has a My Health Record, a My Health Record tab will also appear.</p> <ul style="list-style-type: none"> Record exists: Unknown Status (unknown/no My Health Record): No Access (Code or Access needed – see below): 	

<p>Code Needed: In the My Health Record tab, the My Health Record icon is light brown. Click on <Gain Access> to enter access code. Enter the Access Code, and click on <Gain Access>. You will then be able to access the patient's My Health Record.</p> <p>Access Needed: In the My Health Record tab, the My Health Record tab is green. Click on <Gain Access>. No code is required for access, click on <Gain Access> to send request. You will then be able to access the patient's My Health Record.</p>	 
<p>STEP 5: You will need to confirm you pharmacist initials and password each time you access a patient's My Health Record. This access is recorded.</p>	
<p>STEP 6: If a patient has a My Health Record:</p> <ol style="list-style-type: none"> Select the <My Health Record> tab in patient details (F3), enter pharmacist initials and password. Select the <Search> tab then click on <IHI> to search for the patient's My Health Record based on their IHI number. Double click on any record to view a detailed summary. 	

STEP 7:

A new window with the document will open. You can print, save or export the document.

Once a record is viewed, it is saved locally, and available for later access in the <Local> tab.



Consent to upload to My Health Record

STEP 1:

Script item consent is set for each individual script. This detail will be populated if the script was retrieved using eRx. Otherwise, the current consent status stored in Aquarius will be used.

STEP 2:

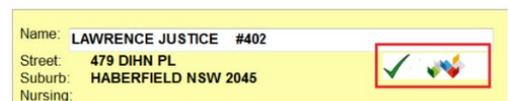
To de-consent a script item, click on the <My Health Record> logo when dispensing the script.

STEP 3:

The status window will display the consent status for the script.

STEP 4:

Click on <Script Access No>, the script consent will set to NO. <Esc> to continue dispensing. The script will not be sent to the Patient's My Health Record.



Useful links

- For upcoming training opportunities, visit Events and Webinars: <https://www.digitalhealth.gov.au/newsroom/events-and-webinars>

For assistance contact the My Health Record helpline on **1800 723 471** or email help@digitalhealth.gov.au