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

STEP 1: 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.	Mm Bendifs Other Decall Name Mail Summine Required The Out Photo Out Photo Street Required The Image: Street Shouth Required Dector Dector Shouth Required No. Shouth Required Dector Onctor Dector Dector Maintee Dector Color of the Required Date of Shift Required Dector Maintee Dector Color of the Required Date of Shift Required Dector Pill Required Dector
STEP 2: Select <check ihi=""> to confirm the patient details from the HI Service. Choose a detail to verify the IHI with.</check>	IHI Search IHI IHI 8003 6088 3335 4574 DVA NX 123456 Medicare 6950 26600 1 1 OK Cancel
STEP 3: My Health Record access will be available once the IHI details are verified.	Moin Bendits Other Clinical Numsery My Health Record Date of Birth 2102/1980 •
STEP 4: 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.	Bit Without Street S
Record exists:	Namo: LAWRENCE JUSTICE #402 Streat: 479 DIHN PL View Suburb: HABERFIELD NSW 2045 View
 Unknown Status (unknown/no My Health Record): 	Name: LAURA NORDER #114 Stroot: 10 RIGHTEDUS ROAD Suburb: VAUCLUSE NSW 2030
 No Access (Code or Access needed – see below): 	Name: EASON JEMMA #401 Strot: 983 KARL GR Suburb: BRIDGE INN VIC 3380 Nursing:

Viewing Clinical Documents in My Health Record continued

Code In the is ligh code. You v Recor	Needed: e My Health Record tab, the My Health Record icon at brown. Click on <gain access=""> to enter access Enter the Access Code, and click on <gain access="">. will then be able to access the patient's My Health rd.</gain></gain>	Atom Bendha Devel (Edited Busing Mr Health Record Change Bidlory)
Acces In the greer acces then	as Needed: My Health Record tab, the My Health Record tab is On Click on <gain access="">. No code is required for S, click on <gain access=""> to send request. You will be able to access the patient's My Health Record.</gain></gain>	tom genetic gene grace grace to My Health Record Consolition and the second for t
STEP	5:	Confirm Initials
You will need to confirm you pharmacist initials and		Initials AB
password each time you access a patient's My Health		Password
кесо	rd. This access is recorded.	Qk (F10) Cancel (Esc)
STEP 6:		Atablooty hited Ban, Banda Oper Decal group by herb fecore 1 Gell Connect
lf a pa	atient has a My Health Record:	Change History
a.	Select the <my health="" record=""> tab in patient</my>	Deterf Local Drange History (Pit) Event Sugnary History Data Description Percenter Processing Procesing Processing Proce
	details (F3), enter pharmacist initials and	E-HAGAINA 2010x05/1102(1017) 0 E-HAGAINA 2010x05/1102(2016) 0 Sharad Hishin Summary 20100(5016)(2017) 0
_	password.	Brand Heath Summary 2010051820045 Shand Heath Summary 2010051917022 Shand Heath Summary 20100007012231 Event Summary 2010002013127
b.	Select the <search> tab then click on <ihi> to</ihi></search>	Pediarai 2016/00/2011/03 Pediarai 2016/00/2013 Pediarai 2016/00/10/13/3 Pediarai 2016/00/10/13/3 Pediarai 2016/00/10/13/3
	search for the patient's My Health Record based	те телектан а алгонол/1013.625 = Rudarnal 2016(600/014/51) 5 Daned Health Sammary 2016(60/014/51) Саме Зателикон 2016(60/01/2016), ч
	on their IHI number.	✓ OK (FN) X Cansol (Exc) ? Univ. Cause Ogging My Haath Record
С.	Double click on any record to view a detailed	
	summary.	

Viewing Clinical Documents in My Health Record continued

 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.</local> 	Constructional Constructina Constructin Constructional Constructional Constructi
	vv ↓ Ort / 10 K Cance (Sac 7 (blue Conce) ↓ Deck Conce
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.	Name: LAWRENCE JUSTICE #402 Street: 479 DIHN PL Suburb: HABERFIELD NSW 2045 Nursing:
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</my>	My Health Record My Health Record Status Script Status Check Gain Access My Health Record
script.	Script Access No Script Access Yes Cancel (ESC)
Click on <script access="" no=""></script>	

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



Australian Government Australian Digital Health Agency

