

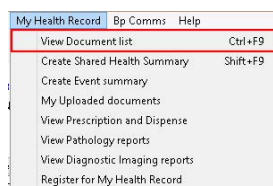


Searching, Viewing and Saving MHR Clinical Documents

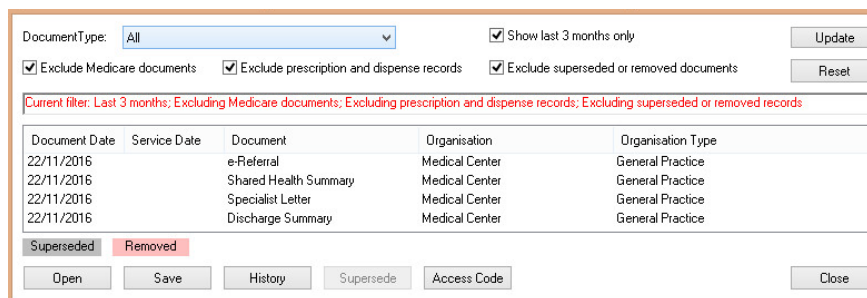
Note:

These steps assume that your software is connected to the My Health Record system, the patient's Individual Healthcare Identifier (IHI) has been validated in your system, and the patient has a My Health Record.

1. Select the **My Health Record** drop-down menu, then select **Document List**.

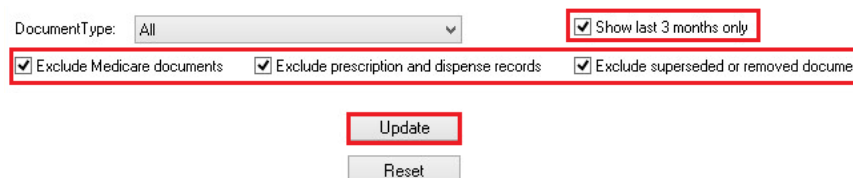
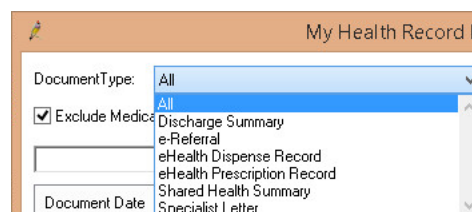


The **My Health Record Document List** will appear.



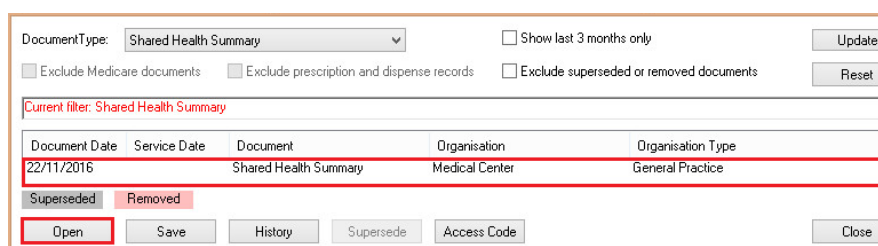
2. You can filter the list with the **Document Type** drop-down menu.

You can also include/exclude other documents by ticking/unticking the neighbouring boxes.



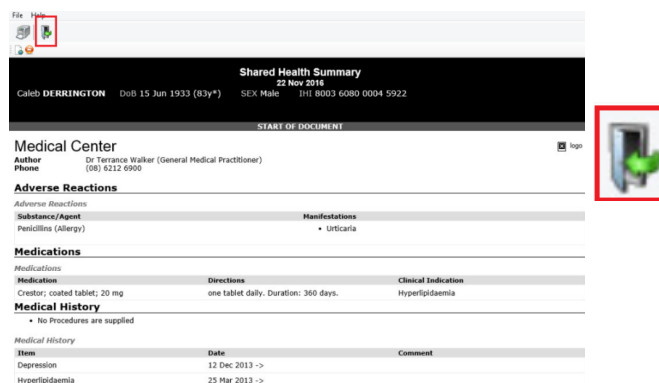
If you select a filter(s), select **Update**.

3. To view a particular document, **double-click** on it. Alternatively, **highlight** it and select **Open** (bottom-left corner).

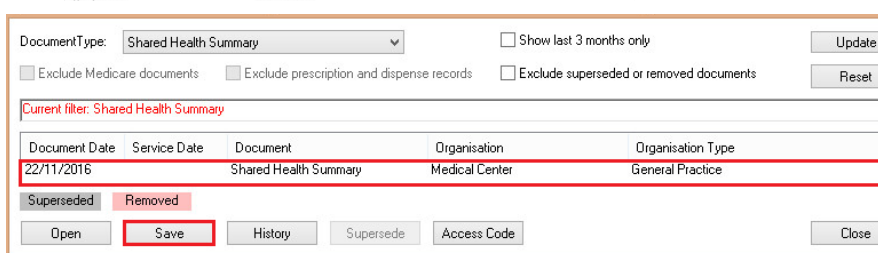




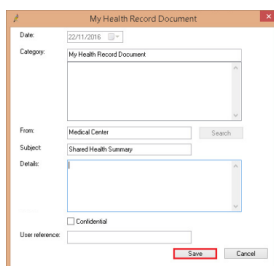
4. Once you have viewed the document, select the **Exit Door** icon (top-left corner) to return to the Document List.



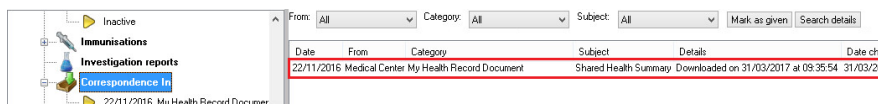
5. To save the document to the patient's local medical record, highlight it and select **Save** (bottom-left corner).



A pop-up box will appear for you to add file **Details** and/or a **User Reference** as preferred, then select **Save**.



6. The document will be saved in the **Correspondence In** section of the patient's local medical record.



Useful Links:

- My Health Record Registration Overview
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview>
- Clinical Documents – What they are, who can create them, and when to create them
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record>
- Clinical Software Simulations
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-simulators-and-demonstrations>

For assistance, contact the Help line on
1800 723 471 (select option 2)
www.myhealthrecord.gov.au