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: My Health Record Bp Comms Help Ctrl+F9 View Document list 🖒 🐌 Family members: Mr Caleb Derrington ✓ Jump Open To gain access to the patient's My Create Shared Health Summan Shift+F9 46m 32s Finalise visit My Health Record Gender: Not Recorded Pronouns: Birth Sex: Male Create Event summary Health Record, either: My Uploaded documents Comment View Prescription and Dispense Alcohol Elite sports: Ethnicity: Non Aboriginal/Tor ٠ Select My Health Record tab, View Pathology reports Advance Health Directive: View Diagnostic Imaging reports then View Document List from Register for My Health Record the drop-down menu; or Click on the My Health Record button. STEP 2: My Health Record - Mr Caleb Derrington This is not a complete view of the individual's health information. For more information about the individual's health record or data, please consult the individual or other healthcare professionals as needed The document list window will View Latest Shared Health Summary appear, displaying documents in the Document List From 27-Aug-2020: To 27-Aug-202 patient's My Health Record (subject Reset Filter to any search filters which are set). A Document Date Service Date Document Organisation Type Organisation 27-Aug-2020 **-**27-Aun-202 27/08/202 11/08/202 You may click on the column heading Saved Status to sort documents in your preferred All order. For example, clicking on the ✓ Exclude Medicare do Exclude prescription and Document heading will sort Exclude superseded or documents in alphabetical order. removed documents Superseded Removed Update Open Save History Supersede Access Code You can also filter by **Document Type** on the left-hand side of the window Click Update to apply any filters. Some documents may be excluded if the relevant checkboxes are ticked.

Viewing Clinical Documents in My Health Record continued

STEP 3:	From:
	✓ 28-Sep-2010 ✓ ∧ Document Date Document Organisation 25/07/2020 Goals of Care Document General State Hospital - NSW
To view a particular document:	To: 13/05/2020 Shared Health Summary West End Medical Practice
 Highlight the document and double click; or Highlight and click Open in the 	Image: Constraint of the system of the sy
bottom left corner.	✓ Exclude Medicare documents 17/03/2019 Pathology Report Mater Pathology ✓ Exclude prescription and dispense records 10/03/2019 Diagnostic Imaging Report Brisbane Diagnostics ✓ Exclude supersed or removed documents 10/03/2019 Pathology Report Queensland Diagnostic Imaging Report Pathology Queensland ✓ Exclude superseded or removed documents 01/03/2019 Pathology Report QML Pathology ✓ Update Superseded Removed Qpen Save History Supersede
STEP 4:	Document Type: 01/03/2021 Pathology Report QML Pathology
To save a document to the patient's local medical record, highlight the document and select Save .	All V Saved Status: All All V Imaging Report Queenstand Diagnostic Imaging Queenstand Diagnostic Imaging Queenstand Diagnostic Imaging Imaging Report Imaging Imaging Report Queenstand Diagnostic Imaging Imaging Report Imaging Report Imaging Re
STEP 5:	My Health Record Document
A pop-up box will appear for you to add Details and a User reference for the selected file as preferred, then select Save. The Saved column in the document list will indicate which documents have been saved in the local medical record.	Date: 2010/2020 Category: My Health Record Document From: GP Search Subject: Event Summary Detail: Uter reference Confidential Uter reference Save Cancel
STEP 6: The document will be saved in the Correspondence In section of the patient local medical record.	Investigation reports 27/03/2017 Sulfvan Nicolaides Pathology My Health Record Document Pathology Report 20/02/2020 GP GP My Health Record Document Event Summay Correspondence Tuit Correspondence Tuit Event Summay Event Summay
 Useful links For upcoming training opportunitie https://www.digitalhealth.gov.au/r 	

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

Viewing Clinical Documents in My Health Record Updated: June 22 Software version: Saffron SP2 Edition



Australian Government Australian Digital Health Agency

