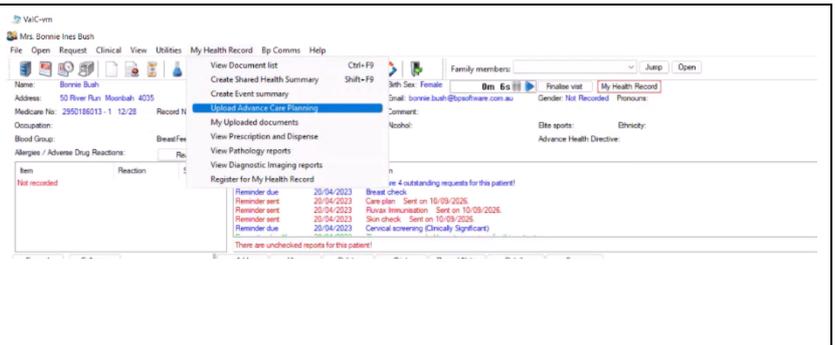


Uploading Advance Care Plans in My Health Record

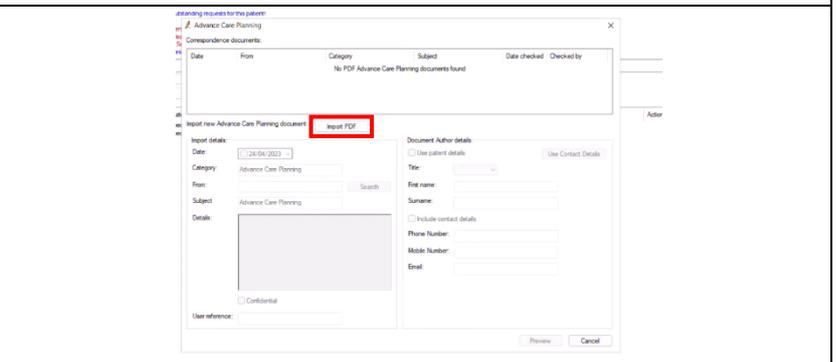
Note: These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system.

STEP 1:
To add an Advance Care Plan (ACP), select the patient local file and then click on the **'My health Record'** menu.

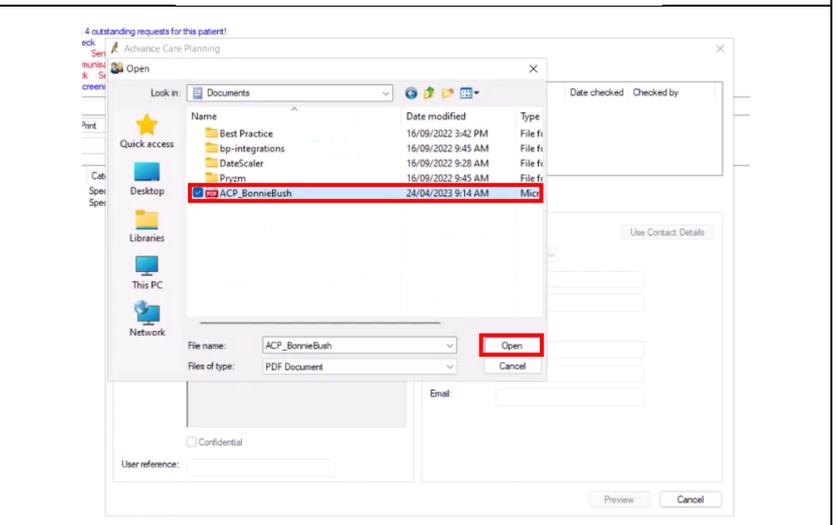
Then select **'Upload Advance Care Planning'**.



STEP 1:
Click **'Import PDF'** to add a saved copy of the patients Advanced Care Planning document.



STEP 2:
Select the correct PDF containing the patient ACP information and then click **'open'**.



Uploading Advance Care Plans in My Health Record continued

STEP 3:

Once you have filled in the **'Import details'** and **'Document Author details'**, click on the **'Preview'** button.

Review the document and if all information is correct select **'Upload'**.

STEP 5:

Once uploaded you will see a dialogue box that indicates a successful upload.

You can also see the in the ACP in the **'Correspondence In'** section.

Removing Advance Care Plans from MHR

To remove an Advance Care Planning document from a patients' My Health Record, you will need to click on the My Health Record Menu and select the **'My uploaded documents'**.

Find the ACP that you would like to remove, click on it, then press **'Remove'**.

Notes: only the author can remove the document from a patients My Health Record.

Date	Document type	Author	Document ID	Location
28/10/2015	Shared Health Summary	Dr Terrence Walker	2.25.318089493065647410350272783361676701111	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.3007117483593788887543385532601986333	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.326210567190388673968275379167890680313	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.35568881559921914657969119239105659193	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.316942104716767166548223454832525345487	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.26224204504964321935626937305520567143	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.34897677625909928122664824830480977878	Default
29/03/2016	Shared Health Summary	Dr Terrence Walker	2.25.289256458924263773610520254472181822507	Default
05/10/2016	Event Summary	Dr Terrence Walker	2.25.243196524759662138840370360704220985457	Default
05/10/2016	Shared Health Summary	Dr Terrence Walker	2.25.138672689690630694228741400137080616378	Default
18/04/2017	Shared Health Summary	Dr Terrence Walker	2.25.135701627406814175691396601040478619247	Default
18/04/2017	Event Summary	Dr Terrence Walker	2.25.136326031627461773103678287415472390418	Default
01/06/2017	Shared Health Summary	Dr Terrence Walker	2.25.10383222526240932621169976165612830990	Default
12/06/2017	Event Summary	Dr Terrence Walker	2.25.254454383801821933045495023293791344306	Default
25/02/2019	Shared Health Summary	Dr Terrence Walker	2.25.281650502386615183952733417488995775195	Default
13/05/2020	Shared Health Summary	Dr Terrence Walker	2.25.1483715661616265050289638244788423951	Main surgery
24/07/2023	Advance Care Planning	Dr Terrence Walker	2.25.136116374738675046618264205905759460245	Main surgery
24/07/2023	Shared Health Summary	Dr Terrence Walker	2.25.16580317750609409419457304155693000061	Main surgery

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

