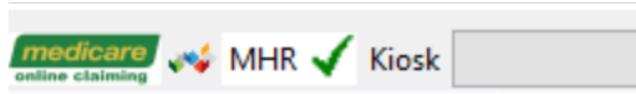


# Viewing Clinical Documents in My Health Record

**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:

To access the patient's My Health Record, click the **MHR button** from the toolbar at the top of the patient's clinical file.

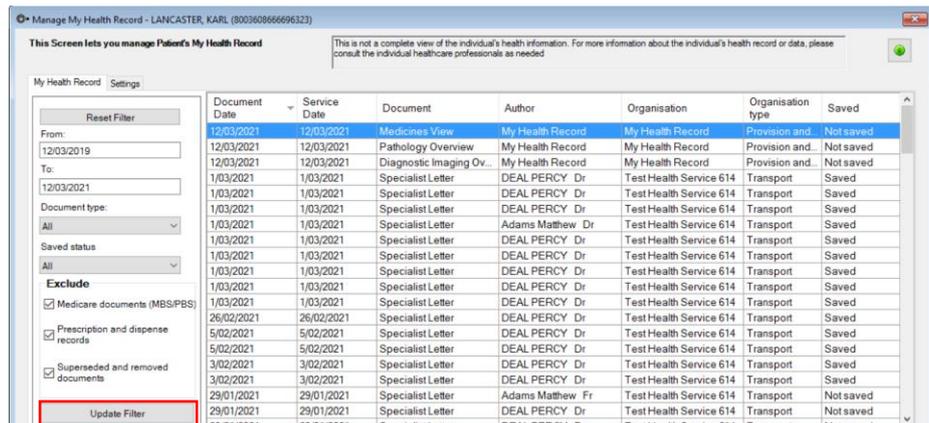


## STEP 2:

The **Document List** window displays documents in the patient's My Health Record (subject to any search filters).

**Note:** You can filter the list by document type, date range and saved status. Use the check boxes to include or exclude specific document types.

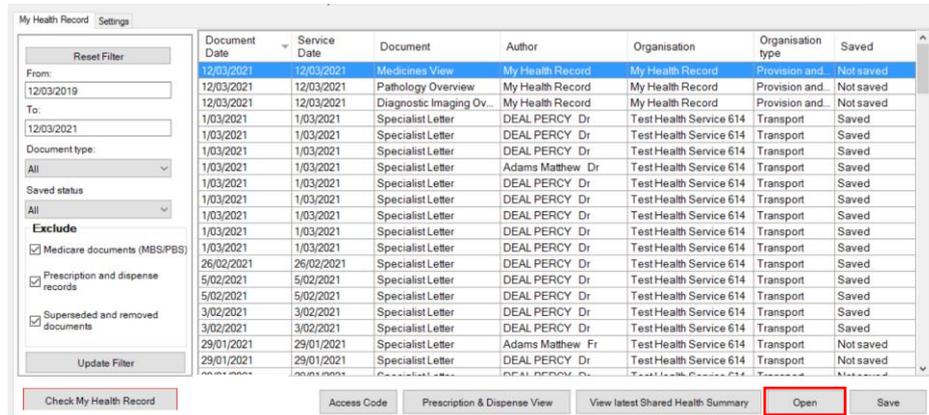
Click **Update Filter** to apply any filter changes.



## STEP 3:

To open a document:

- Double click the document; or
- Select the document row and click **Open**.

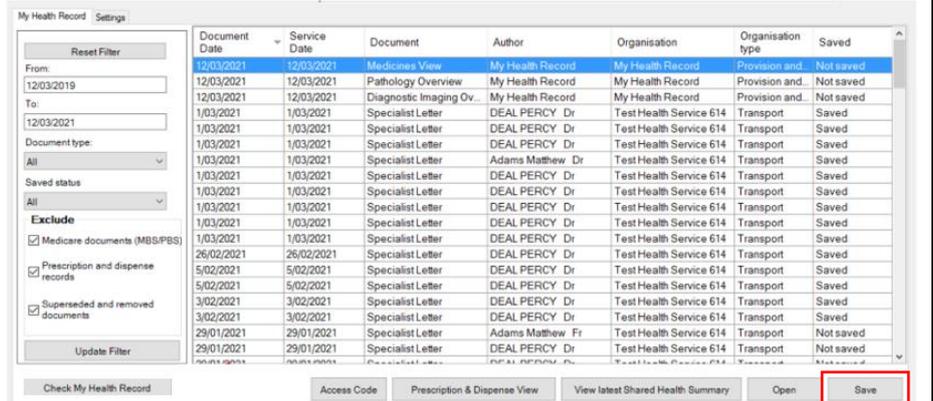


## Viewing Clinical Documents in My Health Record continued

### STEP 4:

To save a document into Bp VIP.net, highlight the document and select **Save**.

**Note:** When documents are saved from My Health Record, all users with security access to the Correspondence screen can view the saved document. This access can be changed in the security settings for each user or group.



The screenshot shows the 'My Health Record - Settings' interface. On the left, there is a 'Reset Filter' section with 'From' and 'To' date pickers set to 12/03/2019 and 12/03/2021, and a 'Document type' dropdown set to 'All'. Below this is an 'Exclude' section with checkboxes for 'Medicare documents (MBS/PBS)', 'Prescription and dispense records', and 'Superseded and removed documents', all of which are checked. An 'Update Filter' button is at the bottom of the filter section. The main area is a table with columns: Document Date, Service Date, Document, Author, Organisation, Organisation type, and Saved. The first row is highlighted in blue. At the bottom right, there are buttons for 'Access Code', 'Prescription & Dispense View', 'View latest Shared Health Summary', 'Open', and 'Save'. The 'Save' button is highlighted with a red box.

Document Date	Service Date	Document	Author	Organisation	Organisation type	Saved
12/03/2021	12/03/2021	Medicines View	My Health Record	My Health Record	Provision and	Not saved
12/03/2021	12/03/2021	Pathology Overview	My Health Record	My Health Record	Provision and	Not saved
12/03/2021	12/03/2021	Diagnostic Imaging Ov...	My Health Record	My Health Record	Provision and	Not saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	Adams Matthew Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
1/03/2021	1/03/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
26/02/2021	26/02/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
5/02/2021	5/02/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
5/02/2021	5/02/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
3/02/2021	3/02/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
3/02/2021	3/02/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Saved
29/01/2021	29/01/2021	Specialist Letter	Adams Matthew Fr	Test Health Service 614	Transport	Not saved
29/01/2021	29/01/2021	Specialist Letter	DEAL PERCY Dr	Test Health Service 614	Transport	Not saved

### Useful links:

- For further information visit: <https://www.digitalhealth.gov.au/healthcare-providers>
- 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](mailto:help@digitalhealth.gov.au)

