# How to prevent specific health information being uploaded to My Health Record

Under the *My Health Records Act 2012*, participating healthcare provider organisations are authorised to upload information to the My Health Record System, and view information within the it. However, consumers can request a document not be uploaded to their record. Healthcare providers must comply with this request.

If a document contains sensitive health information, you may wish to discuss with your patient whether they want the information uploaded to their My Health Record. This document shows how to withhold a document from being uploaded to My Health Record.

### To prevent Shared Health Summaries or Event Summaries being uploaded

OPTION 1: If the patient asked that no information from the current consultation be uploaded to My Health Record, either in the form of a Shared Health Summary or Event Summary, then simply **uncheck** the relevant boxes when closing the consultation record.



OPTION 2: If the patient requests that no Shared Health Summaries or Events Summaries be uploaded to My Health Record by your practice, go to Patient Biographics> click on the Administration tab> select "No" in the information sharing consent box where it states Patient Consents to Upload to My Health Record> click save.

When there is a tick in the "No" consent box, Communicare will not allow Shared Health Summaries and Event Summaries to be uploaded to My Health Record.

NOTE – prescription records may still be sent to My Health Record.



### To prevent a prescription record being uploaded

1. When prescribing medication, to stop a prescription record being uploaded to My Health Record, **untick** the box titled "Consent to send to My Health Record" on the Prescription Details screen.

**To request a pathology report not be sent to My Health Record**

1. When completing investigation request, **tick** the box titled "Do not send reports to My Health Record".

   The request not to upload will apply to all results on the request form. If you or the patient want other results to be uploaded to My Health Record, a separate form may be used **only** for those which the patient requests not be uploaded.

   ➢ Note: if using an earlier version of Communicare, where this check box is not presented, you can request that a pathology report not be sent to My Health Record by writing the words *Do not send reports to My Health Record* on the request form.

**To request a diagnostic imaging report not be sent to My Health Record**

1. When completing investigation request, **tick** the box titled "Do not send reports to My Health Record".

   The request not to upload will apply to all results on the request form. If you or the patient want other results to be uploaded to My Health Record, a separate form may be used **only** for those which the patient requests not be uploaded.

   ➢ Note: if using an earlier version of Communicare, where this check box is not presented, you can request that a diagnostic imaging report not be sent to My Health Record by writing the words *Do not send reports to My Health Record* on the request form.

**Useful Links:**

- **My Health Record Registration Overview**
  www.MyHealthRecord.gov.au > For healthcare professionals > How to: Register and connect > Registration overview
- **Shared Health Summaries – What they are, who can create them, and when to create them**
  www.MyHealthRecord.gov.au > For healthcare professionals > For healthcare professionals > What is in a My Health Record

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