

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

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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.

The top screenshot is a 'Service exit' dialog box. It contains the following text: 'Is this service now complete?', 'The service for DERRINGTON, CALEB 85yrs Male which started 08/11/2018 04:41 pm is about to be closed.', 'Service message (No confidential information)', and four buttons: 'Yes - This service is now complete', 'No - Patient will see another provider', 'Ignore - No service has been provided', and 'Cancel - Don't close the clinical record'. Below these buttons are two unchecked checkboxes: 'Send Event Summary to My Health Record' and 'Send Shared Health Summary to My Health Record'. The bottom screenshot is the 'Change Person Details' window. It has tabs for 'Personal', 'Social', and 'Administration'. The 'Administration' tab is selected. It contains various fields for patient information, including 'Patient status' (Current Patient), 'Current group memberships' (Aboriginal Family Futures Program, Weight Watchers, Young Mothers Group), and 'Existing File' (Eastern Branch Clinic, Millennium Health Service, Northern Branch Clinic, Southern Branch Clinic). At the bottom right, there is a section for 'Information Sharing Consent' with a checkbox labeled 'Patient Consents to Upload to My Health Record' which is checked.

To prevent a prescription record being uploaded

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

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.

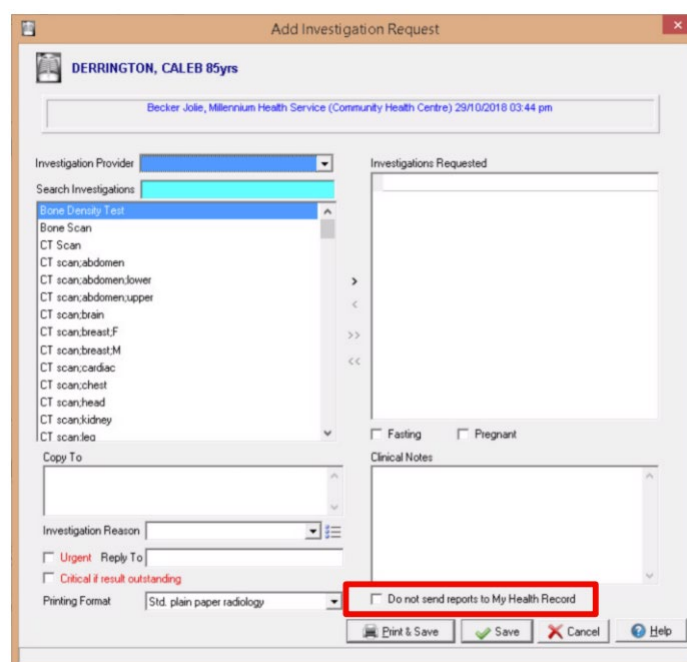
To request a diagnostic imaging report not to be sent to My Health Record

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:

- For further information about shared health summaries visit: [Clinical documents](#)
- How and when to view a My Health Record: [My Health Record for healthcare providers](#)