

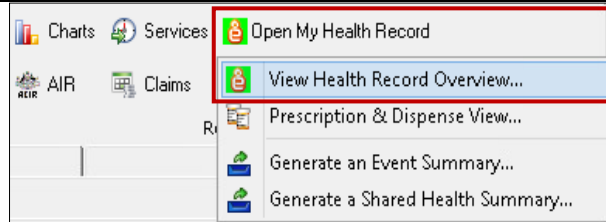
Removing and Superseding Uploaded Documents

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

Documents can be removed from an individual's **My Health Record** by the original author of the document. If you are the author of the document you can follow these steps to remove a **Shared Health Summary** or an **Event Summary** from your patient's My Health Record.

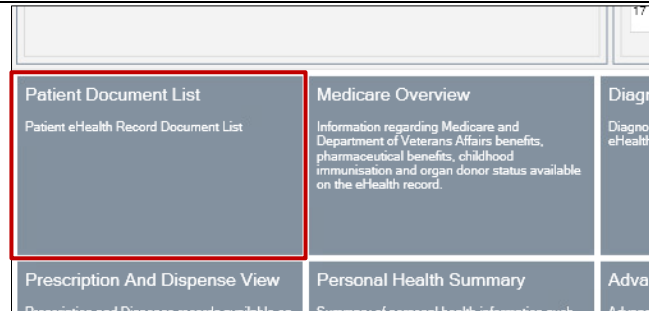
STEP 1:

To access the patient's My Health Record, select the **Open My Health Record** drop-down menu, then select **View Health Record Overview**.



STEP 2:

Scroll down and click on the **Patient Document List** shortcut button.

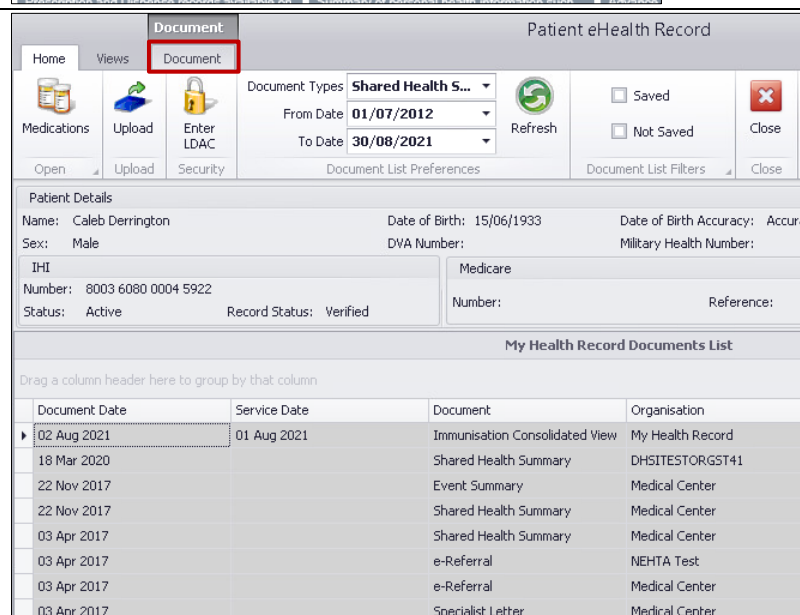


STEP 3:

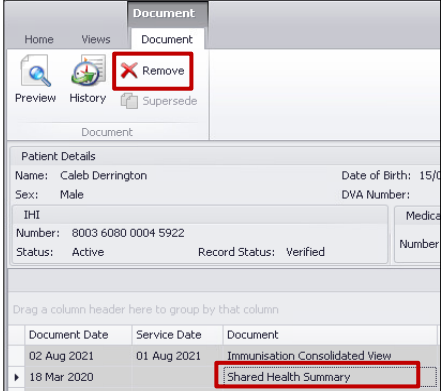
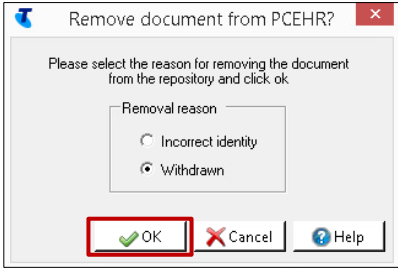
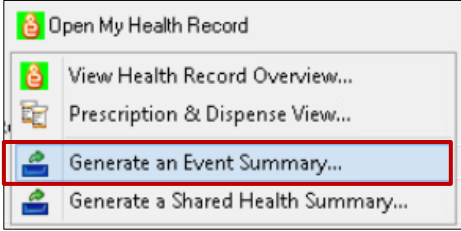

A list of **Uploaded My Health Record Documents** for the selected patient will appear. This list will only include documents uploaded by the user.

Select the **Document** tab.

Note: Both **Shared Health Summaries** and **Event Summaries** can be removed from My Health Record by the author of the document.



Removing and Superseding Uploaded Documents continued

<p>STEP 4:</p> <p>Select the document to be removed from the list, noting the document type and date. Once selected, click Remove.</p>	 <p>The screenshot shows a 'Document' management window with a 'Remove' button highlighted in red. Below the navigation tabs, there is a 'Patient Details' section for Caleb Derrington. At the bottom, a table lists documents with columns for 'Document Date', 'Service Date', and 'Document'. The document 'Shared Health Summary' dated '18 Mar 2020' is highlighted with a red box.</p>
<p>STEP 5:</p> <p>Indicate the reason for removal of the document from the menu: Withdrawn or Incorrect Identity. Click OK.</p> <p>The document list will update and the removed document will no longer appear in the list.</p>	 <p>The screenshot shows a dialog box titled 'Remove document from PCEHR?'. It asks the user to select a reason for removal. The 'Withdrawn' option is selected with a radio button. The 'OK' button is highlighted with a green box.</p>
<p><i>An Event Summary can also be superseded by a new version that replaces the original. You can only supersede documents that you have authored. A Shared Health Summary cannot be superseded, it must be removed and a new document uploaded, if appropriate.</i></p>	
<p><i>To supersede an Event Summary follow these steps:</i></p>	
<p>Step 1:</p> <p>Begin by creating a new Event Summary to replace the existing document. Click on the Open My Health Record icon. A drop-down menu will appear. Select Generate an Event Summary.</p>	 <p>The screenshot shows a drop-down menu with several options. The option 'Generate an Event Summary...' is highlighted with a red box.</p>
<p>STEP 2:</p> <p>CommuniCare will record that another Event Summary is being created for the same service and a Supersede flag will automatically be set. Once Save and Upload to My Health Record is selected, the previous Event Summary that was uploaded to My Health Record will be replaced with a new Event Summary.</p>	 <p>The screenshot shows a document management interface with a 'Show Details' button. Below it, the 'Supersede' checkbox is checked, and the 'Save and Upload to My Health Record' button is highlighted with a red box.</p>
<p>Useful Links:</p> <ul style="list-style-type: none"> • How and when to view a My Health Record: https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record • 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