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: 🖡 Charts 🔬 Services 😫 Open My Health Record To access the patient's My Health View Health Record Overview... 🌞 AIR 📆 Claims ê Record, select the Open My Prescription & Dispense View... RI 😨 Health Record drop-down menu, Generate an Event Summary... then select View Health Record Generate a Shared Health Summary... Overview. STEP 2: Scroll down and click on the Patient Document List Medicare Overviev Diag Patient Document List shortcut t eHealth Record Docu in regarding Medicare an nt of Veterans Affairs ber Diagno: eHealth button. Prescription And Dispense View Personal Health Summary STEP 3: Patient eHealth Record Document A list of Uploaded My Health Document Types Shared Health S... * 0 EF Saved × Record Documents for the From Date 01/07/2012 Medications Refresh Close Upload Enter LDAC Not Saved To Date 30/08/2021 selected patient will appear. This Document List Filters Oper Upload Securit Document List Preference list will only include documents Patient Details Name: Caleb Derrington Date of Birth: 15/06/1933 Date of Birth Accuracy: Accu uploaded by the user. Sex: Male DVA Number: Military Health Number: IHI Medicare Number: 8003 6080 0004 5922 Number: Reference: Select the **Document** tab. Status: Active Record Status: Verified My Health Record Documents List Note: Both Shared Health Summaries and Event Summaries Document Date Service Date Document Organisation 02 Aug 2021 01 Aug 2021 Immunisation Consolidated View My Health Record can be removed from My Health 18 Mar 2020 Shared Health Summary DHSITESTORGST41 Record by the author of the 22 Nov 2017 Event Summary Medical Center 22 Nov 2017 Shared Health Summary Medical Center document. 03 Apr 2017 Shared Health Summary Medical Center 03 Apr 2017 NEHTA Test e-Referral 03 Apr 2017 e-Referral Medical Center 03 Apr 2017 Specialist Letter Medical Center

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Removing and Superseding Uploaded Documents continued

STEP 4: Select the document to be removed from the list, noting the document type and date. Once selected, click Remove.	Document Document Document Document Preview History Document Document Document Patient Details Name: Caleb Derrington Date of Birth: 15/C Sex: Male DVA Number: IHI Medica Number: 8003 6080 0004 5922 Status: Active Record Status: Verified
	Drag a column header here to group by that column Document Date Service Date 02 Aug 2021 01 Aug 2021 18 Mar 2020 Shared Health Summary
STEP 5: Indicate the reason for removal of the document from the menu: Withdrawn or Incorrect Identity. Click OK . The document list will update and the removed document will no longer appear in the list	Remove document from PCEHR? Please select the reason for removing the document from the repository and click ok Removal reason C Incorrect identity Withdrawn
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.	
To supersede an Event Summary follow these steps:	
Step 1: 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 .	Image: Second
STEP 2: 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.	Show Details
 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**



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