

# Viewing Clinical Documents in My Health Record

*Note: These steps assume that you have an individual PRODA account, your HPI-I has been linked to your organisation's HPI-O and the patient has a My Health Record.*

## STEP 1:

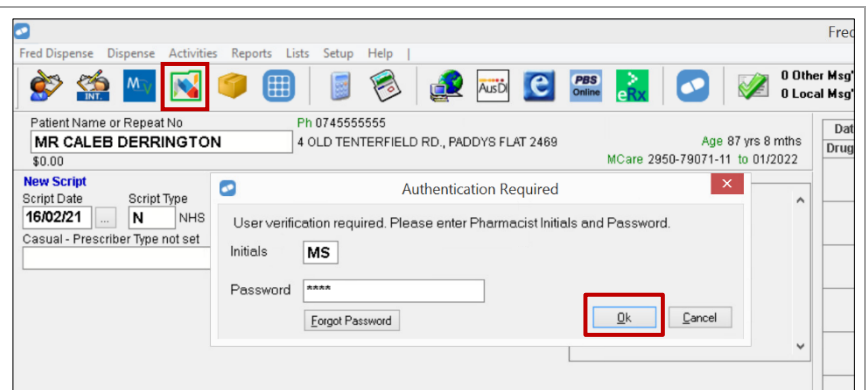
To access the patient's My Health Record, click on the **My Health Record** icon and enter authentication initials and password. Click **OK**.

Note: The My Health Record icon in the toolbar changes colour depending on your patient's status:

-Green: patient has a valid IHI and an advertised My Health Record (see figure)

-Red: patient has a valid IHI, but no My Health Record or they have set restrictions on their record.

-Grey: The status of the patient's My Health Record cannot be determined (e.g. not enough details to validate IHI)



## STEP 2:

A **My Health Record Access** pop-up message will appear. Select **Gain Access (to all "General Access" eHealth record or documents)** and click **OK**.



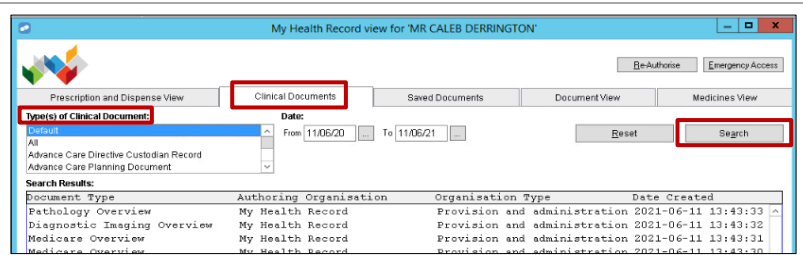
## Viewing Clinical Documents in My Health Record continued

### STEP 3:

The My Health Record view window will appear with the default display set to the **Prescription and Dispense View**.

Select the **Clinical Documents** tab to view the default documents available. You can also **filter** by the **Type of Clinical Document** as well as the **date range**. To update any filter(s), click **Search**.

Double click to open and view a clinical document.



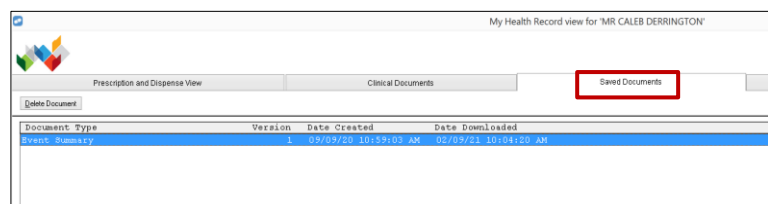
### STEP 4:

The document will open in the **Document View** tab. To save a document click the **Save Document** button.



### STEP 5:

The document will be saved in the **Saved Documents** (last) tab.



### Useful links

- 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](mailto:help@digitalhealth.gov.au)