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

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*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.*

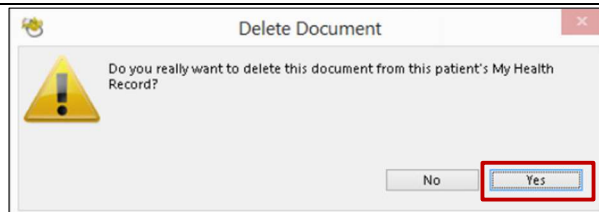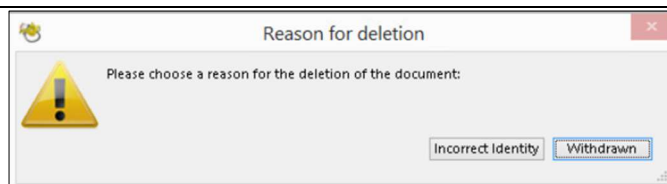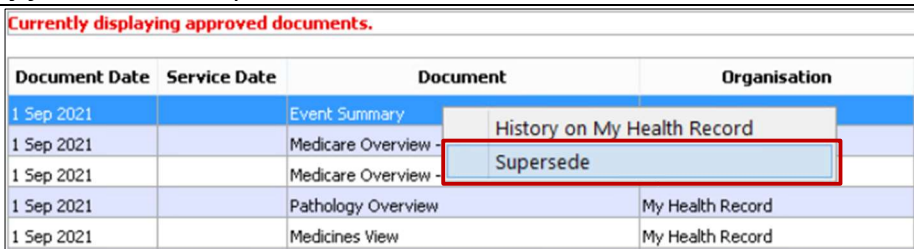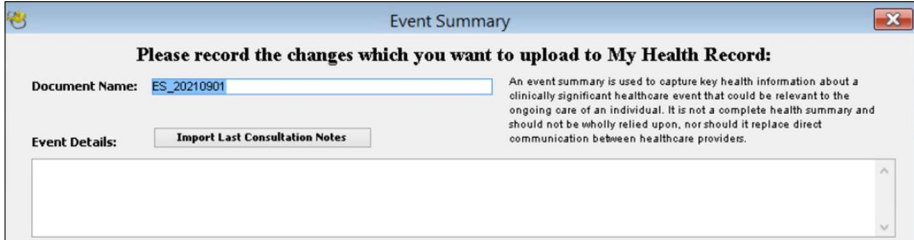|	
STEP 1: To access the patient's My Health Record, select the **My Health Record** tab.	
STEP 2: A **Document List** for the selected patient will appear. Select the document to be removed, noting the document type and date.	
STEP 3: Once selected, click on the shredder icon to remove the document from the patient's My Health Record.	
STEP 4: Confirm the selected document is to be deleted from the patient's My Health Record by clicking **Yes**.	
STEP 5: Indicate the reason for removal of the document: **Incorrect Identity** or **Withdrawn**.	

STEP 6: A confirmation pop-up will appear on the screen once the document has been successfully removed from the patient's **My Health Record**.	

*An **Event Summary** can also be **superseded** by a new version that replaces the original.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*A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.*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: Select the **Event Summary** document to be superseded from the **Document List,** then right-click to display the **Supersede** option.	
STEP 2: Record the changes to be made to the **Event Summary** document, scroll to the end and click **OK** once complete.	
STEP 3: Preview the **Event Summary** to ensure accuracy of content, then click **Send**. The Event Summary will be uploaded to the patient's **My Health Record**, to replace the existing document.	

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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My Health Record