

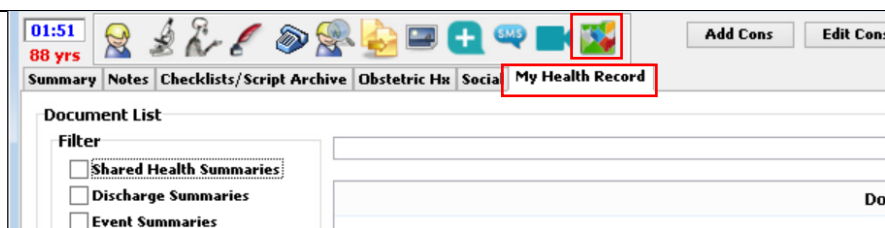
Viewing Clinical Documents in My Health Record

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

Option 1: for users of Genie via the NASH approach

STEP 1:

In the patient's clinical record, click the **My Health Record** icon to gain access, then select the **My Health Record** tab.

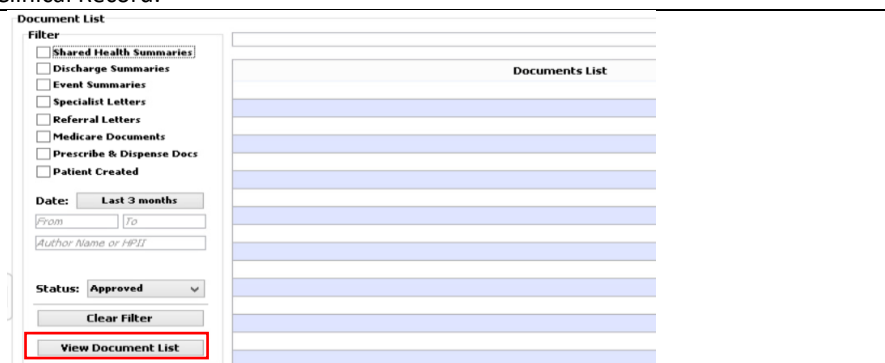


Tip: You can reduce the need to click on the icon by adjusting User Preferences to automatically check for access to My Health Record when opening a patient's Clinical Record.

STEP 2:

Click the **View Document List** button.

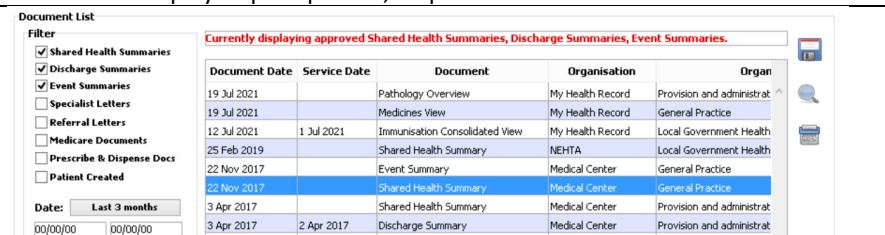
Note: You can filter the list by document type, date range, and author name or HPI-I. If you select new filter(s), select **View Document List** again to apply.



Tip: Alternately, you may have the option (dependent on your software set-up) to view the patient's My Health Record by clicking on the **Open in Browser** button, this will then display as per option 2, step 2 below.

STEP 3:

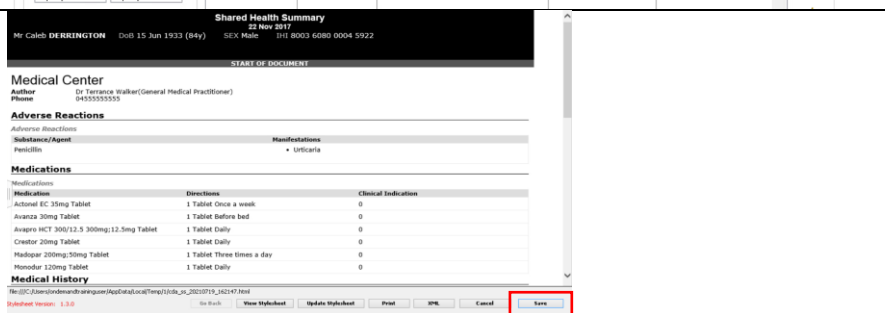
Once the Document List has been populated, you can **sort** the list by **Document**. **Double-click** on the document you wish to view.



STEP 4:

To save the document to the patient's local medical record, select **Save**.

Enter a name for the document, then select OK. The document will be saved in the Notes tab.

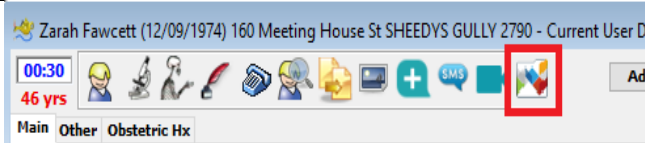


Viewing Clinical Documents in My Health Record continued

Option 2: for users of Genie v9.4.1 or later and registered under the Genie Solutions CSP approach

STEP 1:

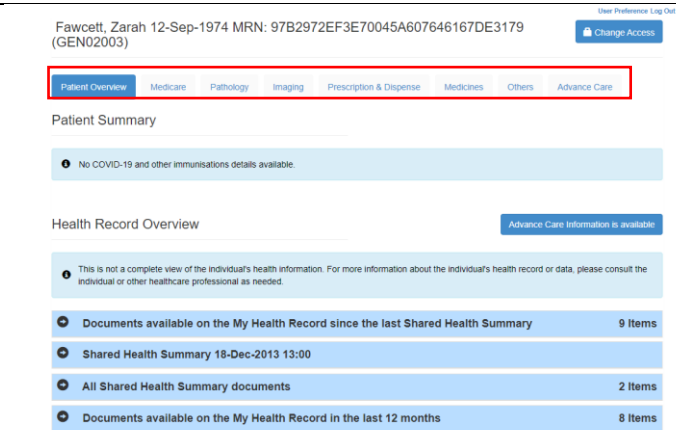
Open the patient's clinical file then click on the **My Health Record icon**.



STEP 2:

A separate browser window will launch with the patient's My Health Record in view. You will be shown the **Health Record Overview page** by default.

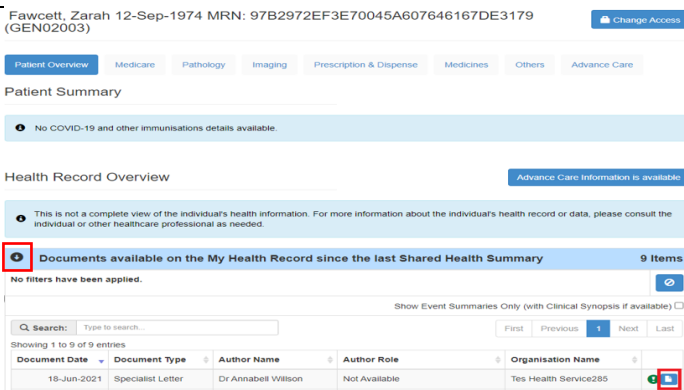
Use the **tabs** to find and view documents in the patient's My Health Record.



STEP 3:

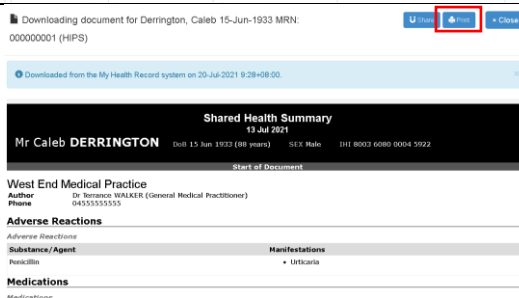
Click on the **arrows** to expand your area of interest.

Then click on the blue **View Document button** to open a particular document.



STEP 4:

To save a document, use the **Print button**, select PDF Writer (or equivalent) as the printer, and save the PDF to a secure location in your local system.



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