## 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:	oo yrs		× 🕵 🛓	ا 🗣 🖪 🖼		Add Cons	Edit Con:	
In the patient's clinical record, click the <b>My Health Record icon</b>	Summary Notes Chec Document List	klists/Script A	rchive Ol	ostetric Hx Socia My	Health Record			
-	Filter							
to gain access, then select the	Shared Health							
My Health Record tab.	Discharge Sum Event Summar						Do	
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:	Document List Filter							
Click the View Document List	Shared Health Summaries			Doc	uments List			
	Event Summaries	-						
button.	Referral Letters Medicare Documents							
Note: You can filter the list by	Prescribe & Dispense Docs Patient Created							
document type, date range, and	Date: Last 3 months							
author name or	From To Author Name or HPII							
HPI-I. If you select new filter(s),	Status: Approved							
select View Document List	Clear Filter							
	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 <b>Open in Browser</b> button,	this will then displa	ay as per o	option	2, step 2 below.				
STEP 3:	Document List Filter	Currently displayi	ng approved S	hared Health Summaries, Disch	arge Summaries, Fy	ent Summaries		
Once the Document List has	<ul> <li>✓ Shared Health Summaries</li> <li>✓ Discharge Summaries</li> </ul>	Document Date		Document	Organisation	Organ		
been populated, you can <b>sort</b>	✓ Event Summaries Specialist Letters	19 Jul 2021		Pathology Overview	My Health Record	Provision and administrat		
the list by <b>Document. Double-</b>	Referral Letters		1 Jul 2021	Medicines View Immunisation Consolidated View	My Health Record My Health Record	General Practice Local Government Health		
	Prescribe & Dispense Docs Patient Created	25 Feb 2019 22 Nov 2017		Shared Health Summary Event Summary	NEHTA Medical Center	Local Government Health General Practice		
click on the document you wish	Date: Last 3 months	22 Nov 2017 3 Apr 2017		Shared Health Summary Shared Health Summary	Medical Center Medical Center	General Practice Provision and administrat		
to view.	00/00/00 00/00/00	3 Apr 2017	2 Apr 2017	Discharge Summary	Medical Center	Provision and administrat		
STEP 4:	Mr Caleb DERRINGTON DoB 15 Jun 1933 (84	Shared Health Sun 22 Nov 2017 y) SEX Male IHI 80	1 <b>mary</b> 03 6080 0004 5922		Î			
To save the document to the	Medical Center	START OF DOCUME	NT					
patient's local medical record,	WebUckal Ceffiel Author C: France Walkar(General Hedical Practitioner) Phone  055555555 Adverse Reactions Adverse Reactions							
	Adverse Resolutions Adverse Resolutions Subtance/Agent Hanifestations Peelillin tuticata							
select <b>Save</b> .	Pedications Volcations							
Enter a name for the document,		ections ablet Once a week ablet Before bed	Clini 0 0	cal Indication				
then select OK. The document	Avapro HCT 300/12.5 300mg;12.5mg Tablet 1 T Crestor 20mg Tablet 1 T	ablet Daily ablet Daily ablet Three times a day	0					
will be saved in the Notes tab.	Monodur 120mg Tablet 1 T Medical History	ablet Three times a day ablet Daily	0		~			
win be saved in the NULES tab.	Ne (JJC Ulsers/onderrendra eining user /AppData/Local/Temp/1/cde_ss_20 Stylesheet Version: 1.3.0		Update Stylecheet	Pvint XML Cancel Si				

Viewing Clinical Documents in My Health Record Updated: June 22 Software version: V9.4.4

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 <b>My Health</b> <b>Record icon</b> .	Zarah Fawcett (12/09/1974) 160 Meeting House St SHEEDVS GULLY 2790 - Current User D 00:30 46 yrs Main Other Obstetric Hx			
STEP 2: A separate browser window will launch with the patient's My Health Record in view. You will be shown the <b>Health Record</b> <b>Overview page</b> by default. Use the <b>tabs</b> to find and view documents in the patient's My Health Record.				
STEP 3: Click on the <b>arrows</b> to expand your area of interest.	Documents available on the My Health Record in the last 12 months     B Items  Fawceett, Zarah 12-Sep-1974 MRN: 97B2972EF3E70045A607646167DE3179  CEN02003)  Pattent Cverview Medicare Pathology Imaging Prescription & Dispense Medicines Others Advance Care Patient Summary  No COVID-19 and other Immunipations details available.			
Then click on the blue <b>View</b> <b>Document button</b> to open a particular document.	Health Record Overview     Advance Care Information is available     This is not a complete view of the individual's health information. For more information about the individual's health record of data, please consult the     individual's other healthcare professional as needed.     O Documents available on the My Health Record since the last Shared Health Summary     9 Items     No fitters have been applied.     O     Show Event Summaries Only (with Clinical Synops if available)     The service.     Type to isserd     Type to search.     Type to searc			
STEP 4: To save a document, use the <b>Print button</b> , select PDF Writer (or equivalent) as the printer, and save the PDF to a secure location in your local system.	Economodeling document for Derrington, Caleb 15-Jun-1933 MRN:     Conception (HIPS)      Converteded from the My Heath Record system on 20-Jul 2021 9/28408:00      Converteded from the My Heath Record system on 20-Jul 2021 9/28408:00      Shared Heath Summary     To Aud 2021      Mr Caleb DERRINGTON     (of 15 Jun 1932 (HI 2003 6/00 0004 5922      Start of document     To Framework Record Practice     Autor Records Practice  Adverse Reactions  Maintestations  Maintestations  Maintestations  Maintestations  Maintestations  Maintestations			
<ul> <li>Useful links</li> <li>For upcoming training opportunities, visit Events and Webinars: https://www.digitalhealth.gov.au/newsroom/events-and-webinars</li> </ul>				

For assistance contact the My Health Record helpline on **1800 723 471 or email help@digitalhealth.gov.au** 

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