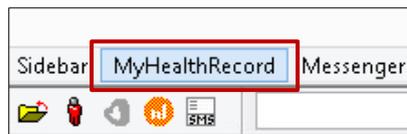


# Viewing Clinical Documents in My Health Record

*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*

## STEP 1:

To access the patient's My Health Record, select **My Health Record** from the top menu.

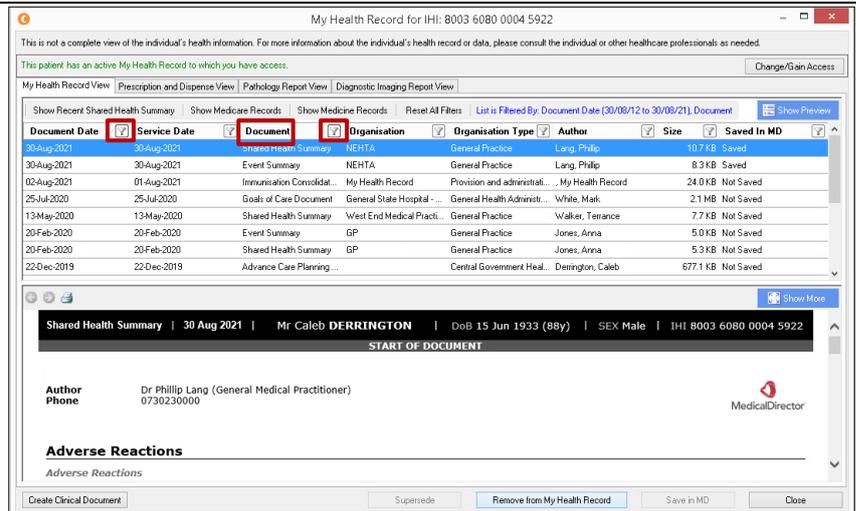


## STEP 2:

The Document List will appear, displaying documents in the patient's My Health Record (subject to any search filters which are set). When a document is highlighted, a preview will appear below the list.

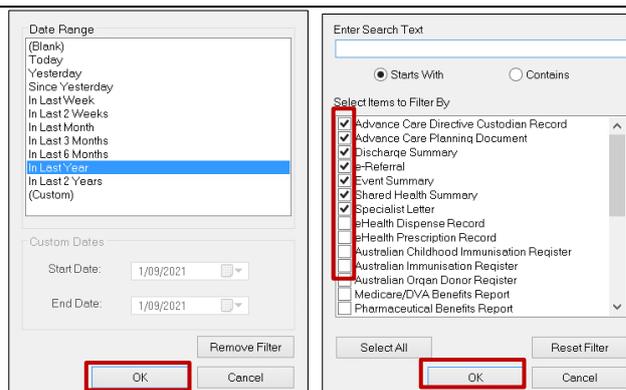
You may click on the column heading to **sort** documents in your preferred order. For example, clicking on the Document heading will sort documents in alphabetical order.

You can also filter the document list by selecting the funnel icon. For example, you can filter **By Date** or by **Document Type**.



## STEP 3:

Pop-up windows will appear allowing you to reset the relevant search parameters. Adjust document types to display by ticking/unticking the preferred checkboxes. Once completed, select **OK**. The document list will update to reflect the changes to the search parameters.



## Viewing Clinical Documents in My Health Record continued

### STEP 4:

To open and view a document, select the document from the list and double-click.

Alternatively, click on Show More once the selected document appears in the preview area underneath the document list.

My Health Record for IHI: 8003 6080 0004 5922

This is not a complete view of the individual's health information. For more information about the individual's health record or data, please consult the individual or other healthcare professionals as needed.

This patient has an active My Health Record to which you have access.

My Health Record View | Prescription and Dispense View | Pathology Report View | Diagnostic Imaging Report View

Show Recent Shared Health Summary | Show Medicare Records | Show Medicine Records | Reset All Filters | List is Filtered By: Document Date (01/09/12 to 01/09/21), Document

Document Date	Service Date	Document	Organisation	Organisation Type	Author	Size	Saved in MD
25-Feb-2019	25-Feb-2019	Shared Health Summary	West End Medical Practice	General Practice	Walker, Terrance	7.5 KB	Not Saved
20-Feb-2020	20-Feb-2020	Shared Health Summary	GP	General Practice	Jones, Anna	5.3 KB	Not Saved
02-Aug-2021	01-Aug-2021	Immunisation Consolidated View	My Health Record	Provision and administration of ...	My Health Record	24.0 KB	Not Saved
25-Jul-2020	25-Jul-2020	Goals of Care Document	General State Hospital - NSW	General Health Administration	White, Mark	2.1 MB	Not Saved
22-Nov-2017	22-Nov-2017	Event Summary	Medical Center	Local Government Healthcare A...	Walker, Terrance	5.9 KB	Not Saved
20-Feb-2020	20-Feb-2020	Event Summary	GP	General Practice	Jones, Anna	5.0 KB	Not Saved
03-Apr-2017	03-Apr-2017	e-Referral	Medical Center	General Practice	Walker, Terrance	7.7 KB	Not Saved
03-Apr-2017	03-Apr-2017	Discharge Summary	Medical Center	General Practice	Walker, Terrance	9.2 KB	Not Saved
22-Dec-2019	22-Dec-2019	Advance Care Planning Docu...		Central Government Healthcare...	Derrington, Caleb	677.1 KB	Not Saved

Shared Health Summary | 22 Nov 2017 | Mr Caleb DERRINGTON | Dob 15 Jun 1933 (84y) | SEX Male | IHI 8003 6080 0004 5922

Medical Center  
Author: Dr Terrance Walker (General Medical Practitioner)  
Phone: 0455555555

### STEP 5:

To save the document to the patient's local medical record, select the document from the list and click **Save in MD**.

Shared Health Summary | 22 Nov 2017 | Mr Caleb DERRINGTON | Dob 15 Jun 1933 (84y) | SEX Male | IHI 8003 6080 0004 5922

Medical Center  
Author: Dr Terrance Walker (General Medical Practitioner)  
Phone: 0455555555

Adverse Reactions

Substance/Agent: Penicillin | Manifestations: Urticaria

Medications

Supersede | Remove from My Health Record | Save in MD | Close

### STEP 6:

A pop-up will appear confirming the document has been saved. Select **OK**.

Document Download

A copy of the CDA document has been saved to the Documents tab of the patient's record in Medical Director.

OK

### STEP 7:

A copy of the document will be saved in the patient's local medical record in the **Documents** tab.

Allergies & Adverse Reactions: PENICILLINS

Warnings:

Pension No: | Smoking Hx: Ex-smoker

Summary | Rx | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts

### 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)