

# Accessing Advance Care Planning Information

*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:

Open the **National Provider Portal** and search for your patient by entering their:

- Last name
- Date of birth
- Sex
- A unique numeric identifier, either their Medicare or DVA number, or their Individual Healthcare Identifier (IHI).

Welcome: MANIUNATH  
HELP LOGOUT  
You last logged in on 23-Sep-2021 at 12:00:28 PM (AEST)

### My Health Record Search

**LAST NAME\***  
Harding

**DATE OF BIRTH\***  
04-Oct-1949

**SEX\***  
 Male
  Female
  Intersex
  Not Stated

**IDENTIFIER\***  
 IHI
  Medicare
  DVA
 39503025721

\* Indicates a mandatory field

Search Reset

## STEP 2:

a) The patient's **Health Record Overview** page will appear. On this page, an alert will be displayed if there is Advance Care Information available on the record. Click on this link to be directed to the **Advance Care Planning Overview** page.

b) Alternatively, from the **Health Record Overview** page, click on the **Advance Care Planning** tab from the top menu and select **Advance Care Planning Overview**.

Health Record Overview Clinical Documents Medicine Records Immunisation Records Consumer Documents Child Development Medicare Records Advance Care Planning

## Health Record Overview

Advance care information is available on this My Health Record

Advance Care Planning Overview 13  
Advance Care Document Custodian 1

## STEP 3 (OPTIONAL):

From the **Health Record Overview** page, you can also scroll down to **Documents available on the My Health Record since the last Shared Health Summary** and click on the document from within the list.

### Documents available on the My Health Record since the last Shared Health Summary

This section lists key documents uploaded to this record since the last Shared Health Summary, such as discharge summaries. Other documents, such as prescriptions, can be accessed through the other links provided.

7 Documents available on the My Health Record since the last Shared Health Summary  Show Event Summaries Only (with Clinical Synopsis if available)

06-Jul-2021	<a href="#">Event Summary</a> (Clinical Synopsis Available)	MARIE STIMSON, Not Available, Test Health Service 1005
02-Jul-2021	<a href="#">Event Summary</a>	MARIE STIMSON, Not Available, Test Health Service 1005
25-May-2021	<a href="#">Goals of Care Document</a>	Dr Fitun Doctor family name, Not Available, Test Health Service 696
25-Apr-2021	<a href="#">Goals of Care Document</a>	Dr Fitun Doctor family name, Not Available, Test Health Service 696
14-Apr-2021	<a href="#">Advance Care Planning Document</a>	Dr Fitun Doctor family name, Not Available, Test Health Service 696

**STEP 4:**

In the **Advance Care Planning Overview** page, a list of the Advance Care Planning documents available will appear. Click to open the document.

DATE WRITTEN	AUTHOR OF DOCUMENT	TYPE OF DOCUMENT
25-May-2021	Fitun Smith	Goals of Care Document
25-Apr-2021	Fitun Smith	Goals of Care Document
14-Apr-2021	Test name	Advance Care Planning Document
20-Feb-2021	Fitun Smith	Goals of Care Document
19-Feb-2021	Test name	Advance Care Planning Document

**STEP 5:**

You will need to click on a PDF **attachment** in the next screen to view the document.

Field	Value
Date advance care planning document was written	16 Jan 2020
Author of the advance care planning document	Test name
Contact number for the author of the advance care planning document	tel:0400000000
Attached PDF	Attachment

**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)

