

# Viewing Clinical Documents in My Health Record

**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: MANJUNATH  
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:

On the patient's **Health Record Overview** page click on the **Clinical Records** tab then select the relevant document type.

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

HARDING, FRANK  
DOB: 04-Oct-1949 (71 Years) Sex: Male

Enter Access Code Close Record

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

Diagnostic Imaging Reports 24  
Discharge Summary 722  
e-Referral 104  
Event Summary 65  
Pathology Reports 50  
Pharmacist Shared Medicines List 2  
Shared Health Summary 31  
Specialist Letter 45

Print

Allergies & Adverse Reactions and Medicines Information

For more information about the individual's health record or data please consult the date and time information shown on this page is converted to the Australian time when applicable.

## STEP 3:

A list of the documents available will appear. This list can be **sorted by** date, author name or healthcare organisation. You can also apply a **filter** for a specific date range. Click to open and view the document.

## Discharge Summary

Print

This may not be a complete record of the individual's Discharge Summary information. All date and time information shown on this page is converted to Australian Eastern Standard Time Zone (or Australian Eastern Daylight Time Zone when applicable).

EVENT DATE

From To

DD-Mmm-YYYY DD-Mmm-YYYY Filter

EVENT DATE	DOCUMENT TYPE	AUTHOR NAME	ORGANISATION
07-Sep-2020	Discharge Summary	Smith,(Sir)	MEDTESTORGSB120 Hospital (except Psychiatric Hospital)
23-Mar-2020	Discharge Summary	Smith, Fitun(Dr)	Test Health Service 696 Hospital (except Psychiatric Hospital)
23-Mar-2020	Discharge Summary	Smith, Fitun(Dr) Surgeon (General)	Test Health Service 696 Hospital (except Psychiatric Hospital)

## Viewing Clinical Documents in My Health Record continued

### STEP 4 (OPTIONAL):

Alternatively, from the **Health Record Overview** page, you can scroll down and view documents that have been uploaded to the record since the last shared health summary.

To view a document, click on the relevant link to open.

### 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> <small>(Clinical Synopsis Available)</small>	MARIE STIMSON, Not Available, Test Health Service 1005
02-Jul-2021	<a href="#">Event Summary</a>	MARIE STIMSON, Not Available, Test Health Service 1005
02-Jul-2021	<a href="#">Event Summary</a>	MARIE STIMSON, Not Available, Test Health Service 1005

### STEP 5:

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

### Discharge Summary

[Back](#) [Print](#) [Show History](#)

**Discharge Summary**  
7 Sep 2020  
Mr Frank **HARDING** DoB 7-Sep-1963 (57y\*) SEX Male IHI 8003 6086 6670 1594

START OF DOCUMENT

#### Good Hospital

**Author** Smith (Surgeon (General))  
**Phone** 0345754566  
**Discharge To** Administrative Discharge

#### Health Profile

This section contains the following subsections: Adverse Reactions and Alerts.

##### [Adverse Reactions](#) (Health Profile > Adverse Reactions)

No Adverse Reactions are supplied

#### Event

This section contains the following subsections: Clinical Summary, Problems/Diagnoses This Visit, Procedures and Diagnostic Investigations.

##### [Clinical Synopsis](#) (Event > Clinical Synopsis)

Clinical Summary

### 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](mailto:help@digitalhealth.gov.au)

