

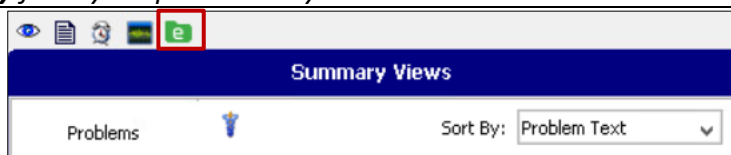
## Removing and Superseding Uploaded Documents

*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*

Documents can be removed from an individual's **My Health Record** by the original author of the document. If you are the author of the document, you can follow these steps to remove a **Shared Health Summary** or an **Event Summary** from your patient's My Health Record.

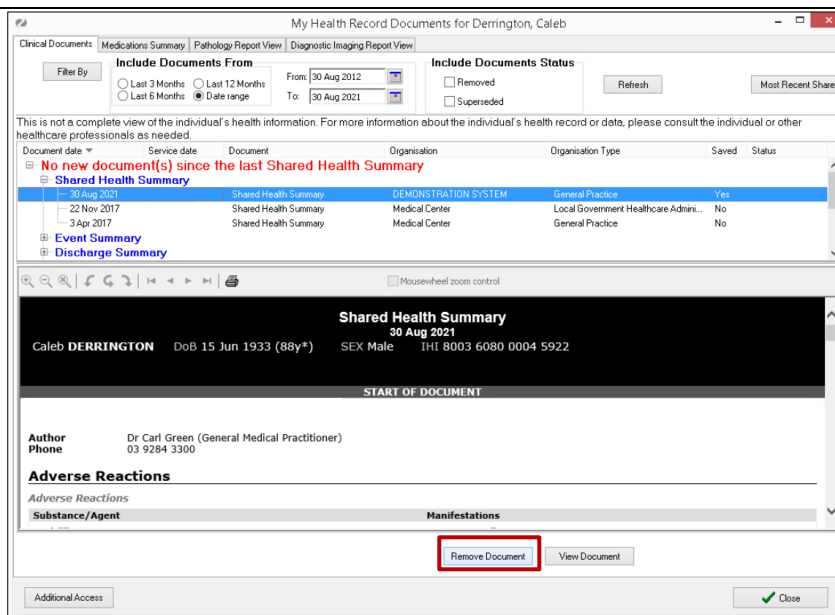
### STEP 1:

To access the patient's My Health Record, select the green 'e' My Health Record icon above Summary Views panel.



### STEP 2:

The **My Health Record Documents** screen will appear with the **Clinical Documents** tab displayed by default. This shows the list of recent documents in the patient's My Health Record.

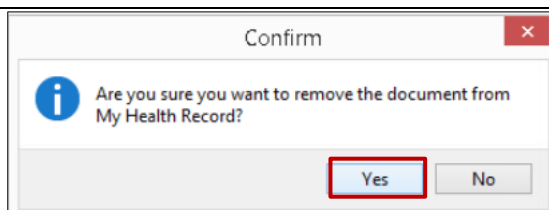


### STEP 3:

Select the document to be removed, noting the document type and date. Once selected, click **Remove Document** from the menu options below.

### STEP 4:

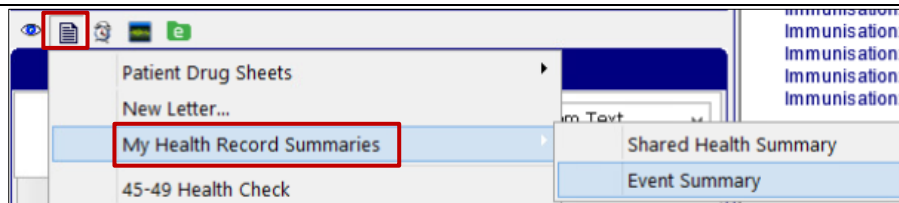
Confirm you want to remove the document from the patient's My Health Record by selecting **Yes**. The document list will update and the removed document will no longer appear in the list.



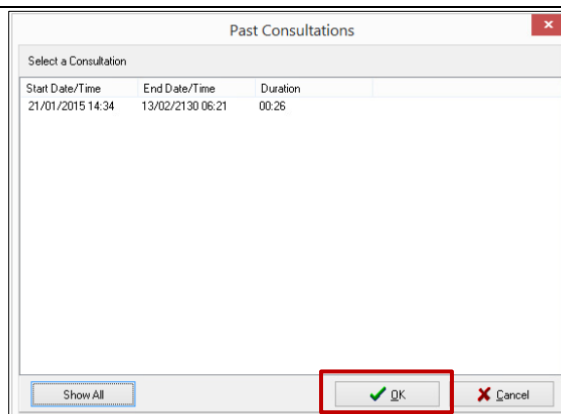
*An **Event Summary** can be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored.  
A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.*

*To **supersede an Event Summary** follow these steps:*

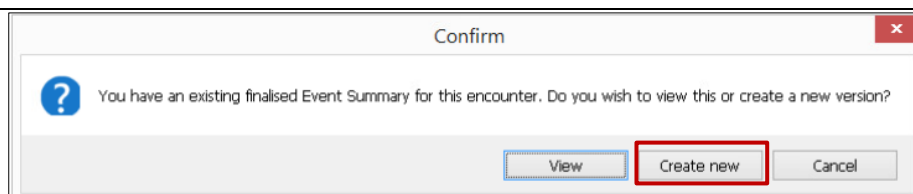
**STEP 5:**  
Begin by creating a new Event Summary to replace the existing document. Click the **Quick Documents** icon. A drop-down list appears. Select **My Health Record Summaries**, then **Event Summary**.



**STEP 6:**  
A **Past Consultations** box will appear. Select the existing consultation and click **OK**.



**STEP 7:**  
Confirm that you would like to create a new Event Summary by clicking **Create New**.



## Removing and Superseding Uploaded Documents continued

### STEP 8:

Create a new Event Summary and click **Next (Preview)**.

The screenshot shows the 'Event Summary' form with the following sections:

- Patient Details:** Name: Derrington, Caleb; DOB: 15/06/1933; Sex: Male; Address: 4 Old Tenterfield Road, PADDYS FLAT, 2469; Medicare Card: DVA.
- Referrer / Document Author:** Doctor Name: Green, Dr Carl (G); Clinic Name: DEMONSTRATION SYSTEM; Healthcare Role: General Medical Practitioner; Clinic Address: 60 Albert Road, SOUTH MELBOURNE 3205.
- Event Details:** Includes buttons for 'Add Encounter Dates' and 'Add Reason For Visit'.
- Newly Identified Adverse Reactions:** Includes a table with columns for Agent, Reaction Description, and Date Range.
- Medication:** Includes a table with columns for Medication, Dosage, Clinical Indication, Comments, Change Type, and Recommendation.
- Medical History:** Includes sections for 'Problem/Diagnosis' and 'Procedure'.

### STEP 9:

Once reviewed, click **Confirm Content and Upload**. The document will be uploaded to the patient's My Health Record, to replace the existing Event Summary.

The screenshot shows the 'Event Summary' preview window with the following content:

- Event Summary:** Caleb DERRINGTON, DoB 15 Jun 1933 (81y\*), SEX Male, IHI 8003 6080 0004 5922.
- START OF DOCUMENT:**
- Author:** Dr Carl Green (General Medical Practitioner), Phone 03 9284 3300, Encounter Period 21 Jan 2015 14:34+1100 to 21 Jan 2015 15:00+1100.
- ADMINISTRATIVE DETAILS:**

Patient		Author	
Name	Caleb DERRINGTON	Name	Dr Carl Green (General Medical Practitioner)
Sex	Male	Organisation	DEMONSTRATION SYSTEM
Indigenous Status	Neither Aboriginal nor Torres Strait Islander origin	Work Place	60 Albert Road, SOUTH MELBOURNE, VIC, 3205, Australia
Date of Birth	15 Jun 1933 (81y) * Age is calculated from date of birth	Phone	03 9284 3300 (Workplace)
IHI	8003 6080 0004 5922	<b>Clinical Document Details</b>	
Entitlements	29507907121 (Medicare Benefits)	Document Type	Event Summary
Home Address	4 Old Tenterfield Road, PADDYS FLAT, NSW, 2469, Australia	Creation Date/Time	31 Aug 2021 07:53+1000
Phone	0455555555 (Mobile Contact)	Date/Time Attested	31 Aug 2021 07:53+1000
		Document ID	eee4c6c4-03af-4cb3-b863-316f05bd8bf9
		Document Set ID	294894af-22f4-4edc-8eb9-45c5a2a03961
		Document Version	2
		Completion Code	Final
- END OF DOCUMENT:**
- Actions:** Back, Confirm Content Without Upload, **Confirm Content and Upload** (highlighted), Close.

### 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)