

# 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.

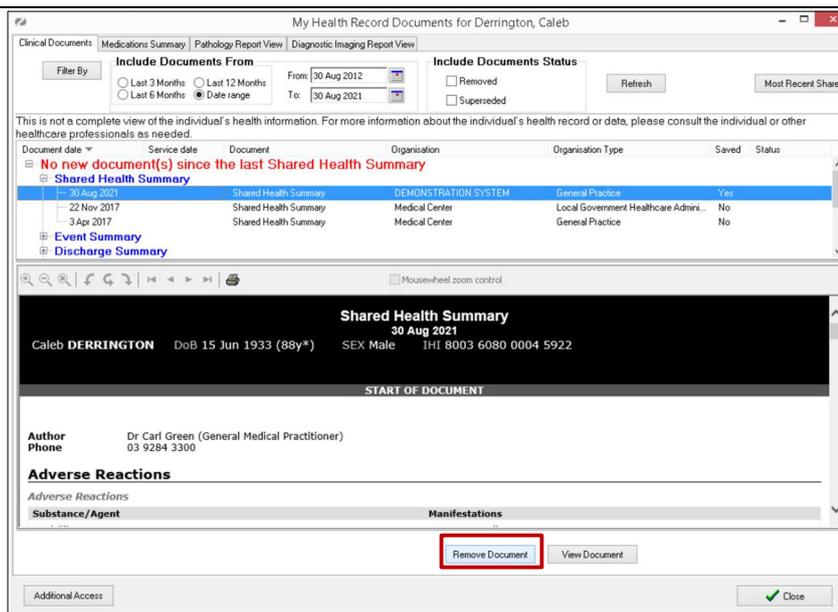
**STEP 1:**

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.

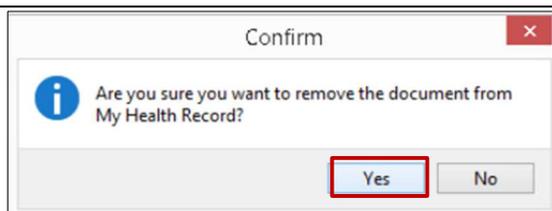


**STEP 3:**

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

**STEP 4:**

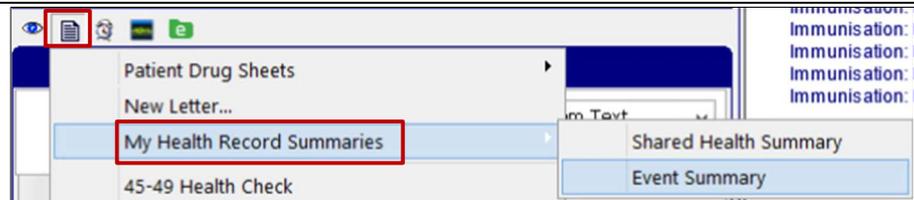
Confirm you want to remove the document from the patient's My Health Record by selecting **Yes**. The document list will update and the removed document will no longer appear in the list.



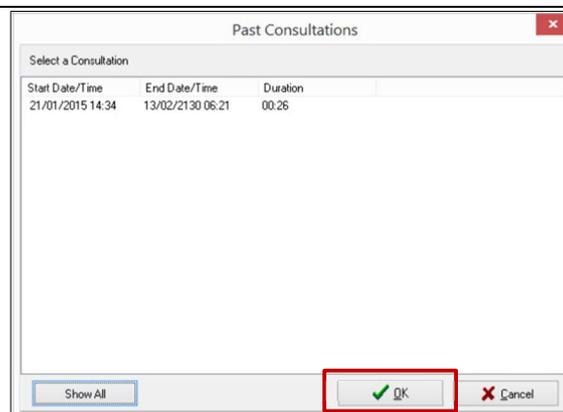
An **Event Summary** can be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored.  
 A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.

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

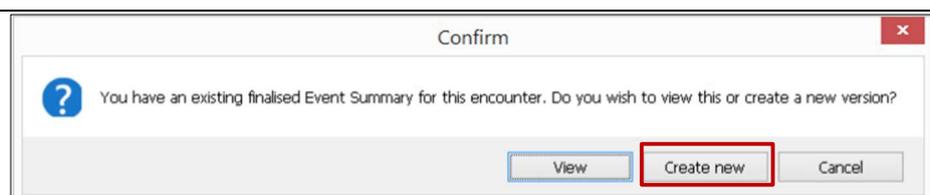
**STEP 5:**  
 Begin by creating a new Event Summary to replace the existing document. Click the **Quick Documents** icon. A drop-down list appears. Select **My Health Record Summaries**, then **Event Summary**.



**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)**.

**Patient Details**  
Name: Derrington, Caleb IHI: 8003 6080 0004 5922 File No.: 20 Phone: 0455555555 ATSI: Neither Aboriginal nor Torres Strait Islander origin  
DOB: 15/06/1933 Sex: Male Address: 4 Old Tenterfield Road, PADDYS FLAT, 2469 Email:  
Medicare Card: DVA

**Referrer / Document Author**  
Doctor Name: Green, Dr Carl (G) HP1: 8003 6199 0002 1749 Healthcare Role: General Medical Practitioner  
Clinic Name: DEMONSTRATION SYSTEM HP1-0: 8003 6215 6669 0916 Clinic Address: 60 Albert Road SOUTH MELBOURNE 3205  
Clinic Phone: 03 9284 3300 Clinic Fax: 03 9284 3399

**Event Details**  
Add Encounter Notes Add Reason For Visit

**Newly Identified Adverse Reactions**  
 Penicillin Reaction Description: Immediate (Moderate) Urticaria/Angio-Edema

**Medicine**

| Medicine                                                                                                  | Dosage                   | Clinical Indication | Comments | Change Type | Recommend       |
|-----------------------------------------------------------------------------------------------------------|--------------------------|---------------------|----------|-------------|-----------------|
| <input type="checkbox"/> Anapril HCT 200/12.5 Tablets (Tablet, Coated) [30]                               | Take 1 tab daily         |                     |          | Prescribed  | The change made |
| <input type="checkbox"/> Atorvastatin 20 mg Once a week Tablets (Tablet, Gastroresistant) 35 mg [5]       | Take 1 tab weekly        |                     |          | Prescribed  | The change made |
| <input type="checkbox"/> Moxifloxacin 250 Tablets (Tablet) [100]                                          | Take 1 tab 3 times a day |                     |          | Prescribed  | The change made |
| <input type="checkbox"/> Crestor Tablets (Tablet, Coated) 20 mg [30]                                      | Take 1 tab daily         |                     |          | Prescribed  | The change made |
| <input type="checkbox"/> Moxiziv Durules Sustained Release Tablets (Tablet, Modified Release) 120 mg [50] | Take 1 tab daily         |                     |          | Prescribed  | The change made |
| <input type="checkbox"/> Lorazepam Tablets (Tablet, Coated) 30 mg [30]                                    | Take 1 tab nocte         |                     |          | Prescribed  | The change made |

**Medical History**  
 Problem/Diagnosis Date Range Comments

**Procedure**  
 Procedure Date Range Comments

An event summary is used to capture key health information about a clinically significant healthcare event that could be relevant to the ongoing care of an individual. It is not a complete health summary and should not be wholly relied upon, nor should it replace direct communication between healthcare providers.

Buttons: [Revert to Encounter defaults](#) [Display full history](#) [Save Draft](#) **Next (Preview)** [Cancel](#)

**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.

**Event Summary**  
31 Aug 2021  
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)<br>* 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** [Close](#)

### 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)