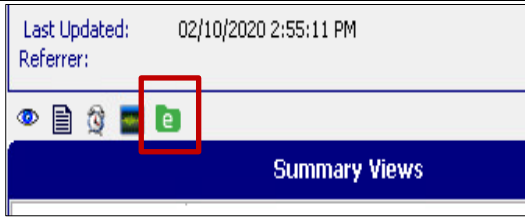
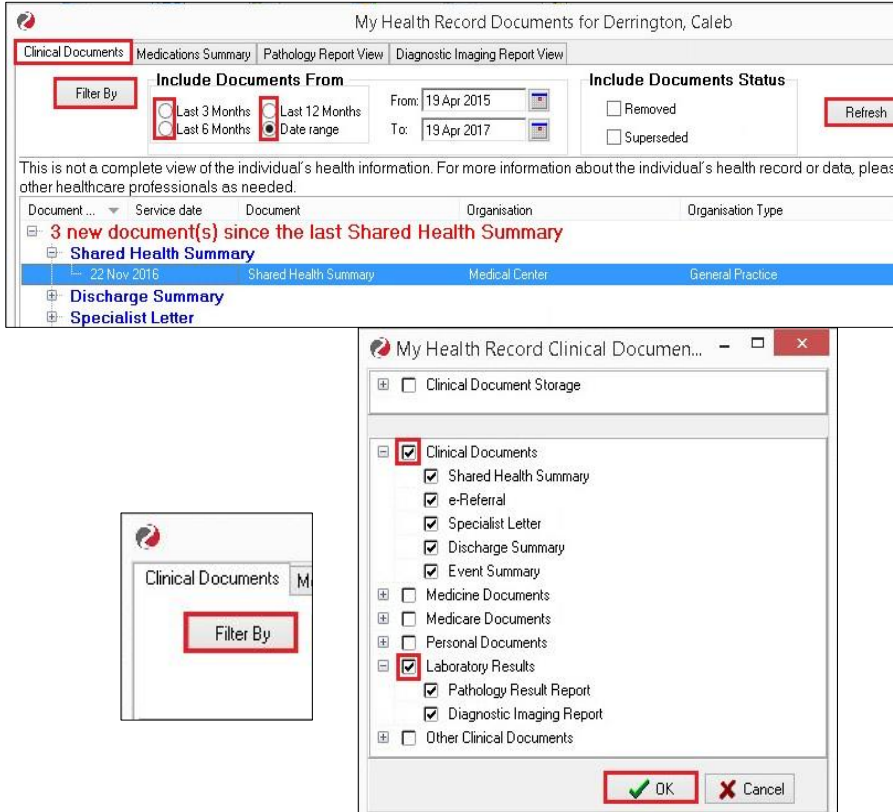


Viewing Clinical Documents in My Health Record

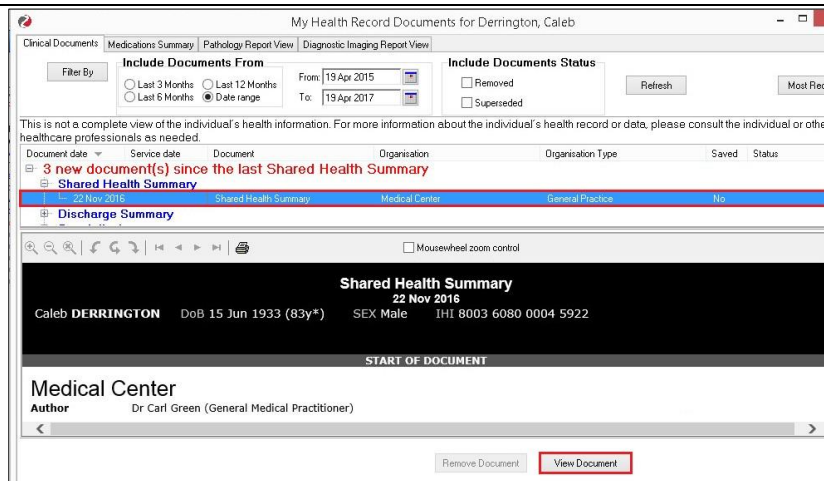
Note: These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system

<p>STEP 1: To access the patient's My Health Record, select the green 'e' My Health Record icon above the Summary Views panel</p>	
<p>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.</p> <p>You can filter the list by document type by selecting the Filter by button then click to expand Clinical Documents. Tick the relevant document type then click OK. You can also filter by date range by specifying date parameters. If you have set filters, select Refresh to apply them.</p>	

Viewing Clinical Documents in My Health Record continued

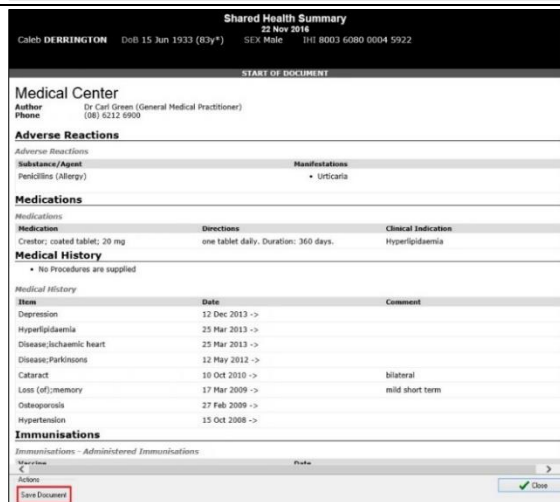
STEP 3:

To view a document, double click on it. Alternatively, click to highlight the document then select **View Document**. When a document is highlighted, a preview will appear below the list.



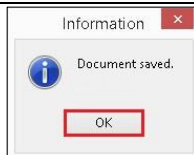
STEP 4:

To view a document, double click on it. Alternatively, click to highlight the document then select **View Document**. When a document is highlighted, a preview will appear below the list.



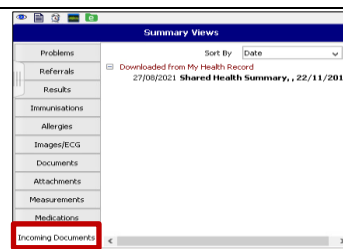
STEP 5:

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



STEP 6:

The document will save to the patient's local medial record in the **Incoming Documents** tab.



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