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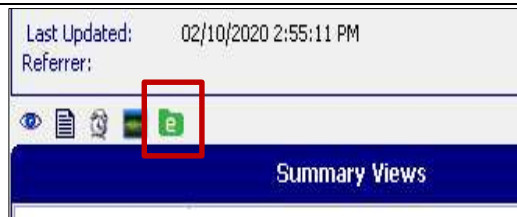
Note: *These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system*

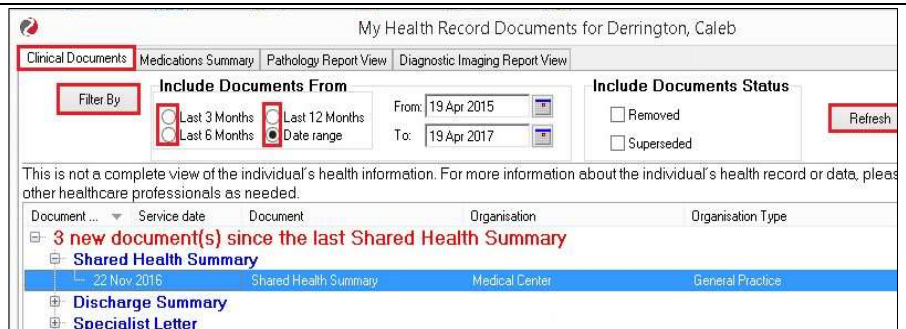|	
STEP 1: To access the patient's My Health Record, select the green 'e' **My Health Record icon** above the **Summary Views panel**	
STEP 2: The **My Health Record Documents** screen will appear with the **Clinical Documents** tab displayed by default. This shows the list of recent documents in the patient's My Health Record. 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.	

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
- 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**

Australian Government
Australian Digital Health Agency

My Health Record