

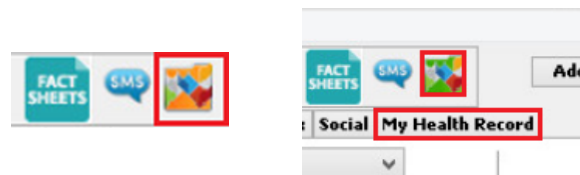


# Searching, Viewing and Saving MHR Clinical Documents

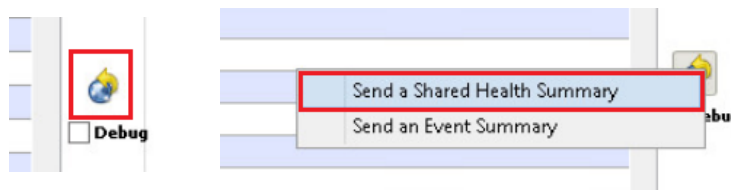
**Note:**

- a) These steps assume that your software is connected to the My Health Record system, the patient's Individual Healthcare Identifier (IHI) has been validated in your system, and the patient has a My Health Record. If your software has not been connected, or the patient's IHI has not been validated, visit the Australian Digital Health Agency website ([www.digitalhealth.gov.au](http://www.digitalhealth.gov.au)) for information on readying your organisation for the My Health Record system.
- b) Before you begin, ensure that the patient's clinical information in their local medical record is up-to-date.

1. Select the **My Health Record** icon to gain access to the patient's My Health Record, then select the **My Health Record** tab.



2. The **Documents List** will appear. Select the **Create and Upload a New Document** icon (centre-right) then select **Send a Shared Health Summary**.



3. The Shared Health Summary will auto-populate with information from the patient's local medical record. Tick/untick the items to include/not include in the Shared Health Summary.

Shared Health Summary Review Window

Please confirm the items to be uploaded to My Health Record:

Document Name: SHS\_20170320

Items in red are not being automatically uploaded because they are either:  
1. Prescriptions categorised as Single course (S), or Hidden (H), or  
2. Problems marked as confidential

Medications:  None Supplied  None Known

Medications	Category
<input checked="" type="checkbox"/> Actonel EC 35 mg Once-a-Week Tablets 35mg Tablets	C
<input checked="" type="checkbox"/> Avanza 30mg Tablets	C
<input checked="" type="checkbox"/> Avapro HCT 300/12.5 Tablets 300mg/12.5mg Tablets	C
<input checked="" type="checkbox"/> Crestor 20mg Tablets	C
<input checked="" type="checkbox"/> Madopar 250 Tablets 200mg/50mg Tablets	C
<input checked="" type="checkbox"/> Monodur Durules 120mg Sustained Release Tablets	C

Medical History:  None Supplied  None Known

Date	Diagnosis/Procedure	Table	Proc.	Notes	ID
<input checked="" type="checkbox"/> 25/03/2013	Hyperlipidemia	CP	<input type="checkbox"/>		1
<input checked="" type="checkbox"/> 25/03/2013	Ischaemic heart disease	CP	<input type="checkbox"/>		2
<input checked="" type="checkbox"/> 12/12/2013	Depression	CP	<input type="checkbox"/>		3
<input checked="" type="checkbox"/> 12/05/2012	Parkinson's disease	CP	<input type="checkbox"/>		10
<input checked="" type="checkbox"/> 10/10/2010	Bilateral Cataracts	CP	<input type="checkbox"/>		11
<input checked="" type="checkbox"/> 17/03/2009	Mild short term memory loss	CP	<input type="checkbox"/>		12
<input checked="" type="checkbox"/> 27/02/2009	Osteoporosis	CP	<input type="checkbox"/>		13

Immunisations:  None Supplied  None Known

Date	Immunisation	Adverse Reactions
17/07/2004	Pneumovax 23	Penicillins
20/07/2009	Pneumovax 23	
20/03/2012	Fluvax	
10/05/2013	Fluvax	
13/05/2014	Fluvax	

I am the patient's nominated healthcare provider in accordance with the My Health Records Act 2012.  
I am providing ongoing care to this patient.  
I have prepared this Shared Health Summary in consultation with the patient.

Cancel OK

Attest to the statements at the bottom-right corner of the screen, then select **OK**.

