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, click on the **My Health Record** icon and enter authentication initials and password. Click **OK.**

Note: The My Health Record icon in the toolbar changes colour depending on your patient' status:

-Green: patient has a valid IHI and an advertised My Health Record (see figure)

-Red: patient has a valid IHI, but no My Health Record or they have set restrictions on their record.

-Grey: The status of the patient's My Health Record cannot be determined (e.g. not enough details to validate IHI)
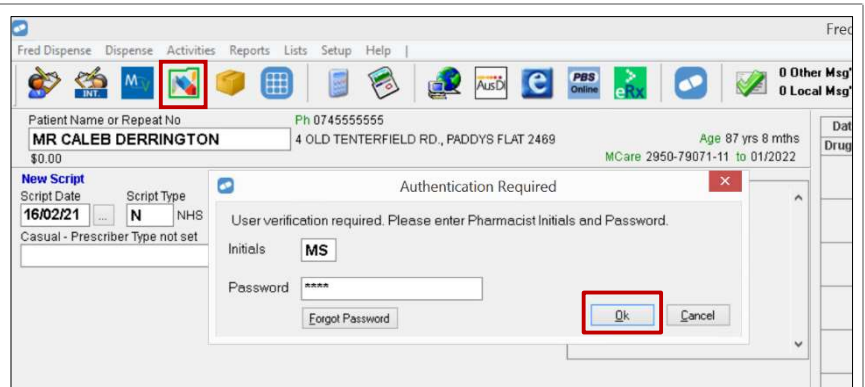
STEP 2:

A **My Health Record Access** pop-up message will appear. Select **Gain Access (to all "General Access" eHealth record or documents)** and click **OK**.

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STEP 3: The My Health Record view window will appear with the default display set to the **Prescription and Dispense View.** Select the **Clinical Documents** tab to view the default documents available. You can also **filter** by the **Type of Clinical Document** as well as the **date range**. To update any filter(s), click **Search**. Double click to open and view a clinical document.	
STEP 4: The document will open in the **Document View** tab. To save a document click the **Save Document** button.	
STEP 5: The document will be saved in the **Saved Documents** (last) tab.	
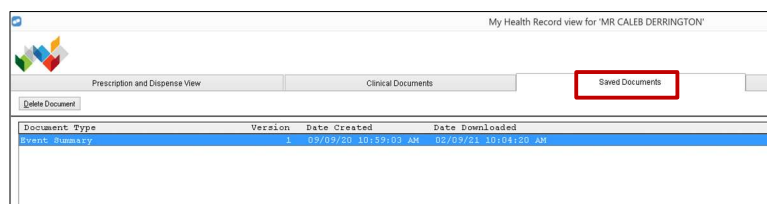
Useful links
- For upcoming training opportunities, visit Events and Webinars: https://www.digitalhealth.gov.au/newsroom/events-and-webinars

For assistance contact the My Health Record helpline on **1800 723 471 or email help@digitalhealth.gov.au**

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My Health Record