## 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:	P Fred
To access the patient's My Health Record, click on the <b>My Health</b> <b>Record</b> icon and enter authentication initials and password. Click <b>OK.</b> Note: The My Health Record icon in	Fred Dispense       Dispense       Activities       Reports       Lists       Setup       Help       Image: Constraint of the setup       0       O Uther Msg         Image: Constraint of the setup       Image: Constraint of the setup
the toolbar changes colour depending on your patient' status:	Password Eorgot Password Qk Cancel
-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:	My Health Record Access
A <b>My Health Record Access</b> pop-up message will appear. Select <b>Gain</b> <b>Access (to all "General Access"</b> <b>eHealth record or documents)</b> and click <b>OK</b> .	A Record Access or Document Access Code may be needed to gain access to My Health Record.

## Viewing Clinical Documents in My Health Record continued

STEP 3:	My Health Record view for 'MR CALEB DERRINGTON'
The My Health Record view window will appear with the default display set to the <b>Prescription and Dispense</b> <b>View.</b>	Be-Authome         Emergency Access           Prescription and Dispanse View         Clinical Documents         Saved Documents         Document View         Medicines View           Decision         Date:         Documents         Document View         Medicines View           Date:         Date:         Document         Date:         Decision           Search Results:         Document         Document         Decision         Decision           Search Results:         Document Type         Authoring Organisation         Organisation Type         Date Created           Pathology Overview         Ny Health Record         Provision and administration 2021-06-11 13:143:33 ∩           Diagnostic Tanging Overview         Ny Health Record         Provision and administration 2021-06-11 13:143:32 ∩
Select the <b>Clinical Documents</b> tab to view the default documents available. You can also <b>filter</b> by the <b>Type of</b> <b>Clinical Document</b> as well as the <b>date</b> <b>range</b> . To update any filter(s), click <b>Search</b> .	Redicare Overlow By Health Record Provision and administration 2021-06-11 1943/31 Buddicare Coerciew By Health Record Travision and administration 2021-06-11 1943/31
Double click to open and view a clinical document.	
STEP 4: The document will open in the <b>Document View</b> tab. To save a document click the <b>Save Document</b> button.	Event Sections     Event Sections       Build December     Event Sections       Model December     Event Sections       Model December     Interfeatures       Build December     Interfeatures       Sections     Interfeatures       Sections     Interfeatures       Sections     Interfeatures       Sections<
STEP 5: The document will be saved in the <b>Saved Documents</b> (last) tab.	My Health Record view for "MR CALEB DERINGTON"           Prescription and Dispense View         Clinical Documents         Saved Documents           Refer Document         Saved Documents         Saved Documents           Document         Documents         Saved Documents           Work: Reserve         Documents         Documents
<ul> <li>Useful links</li> <li>For upcoming training opportunities <u>https://www.digitalhealth.gov.au/ne</u></li> </ul>	

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



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