

Removing and Superseding Uploaded Documents

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

Documents can be removed from an individual's **My Health Record** by the original author of the document. If you are the author of the document, you can follow these steps to remove a **Shared Health Summary** or an **Event Summary** from your patient's My Health Record.

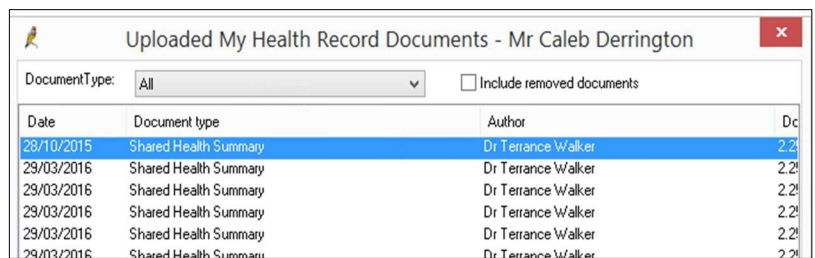
STEP 1:

Select the **My Health Record** tab in the top menu, then select **My Uploaded documents** from the drop-down menu.



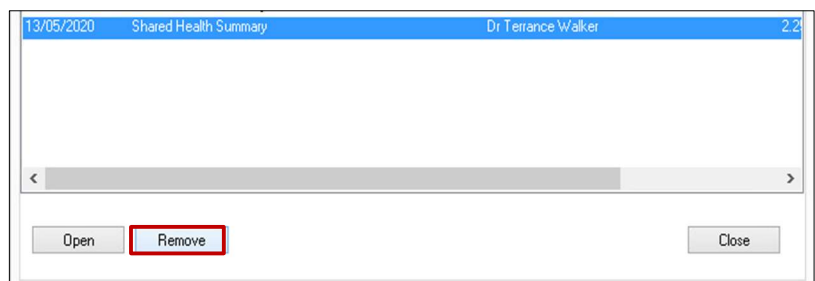
STEP 2:

A list of **Uploaded My Health Record Documents** for the selected patient will appear. This list will only include documents uploaded by the user.

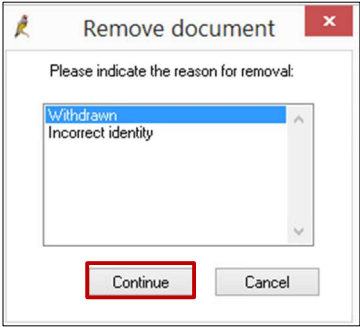


STEP 3:

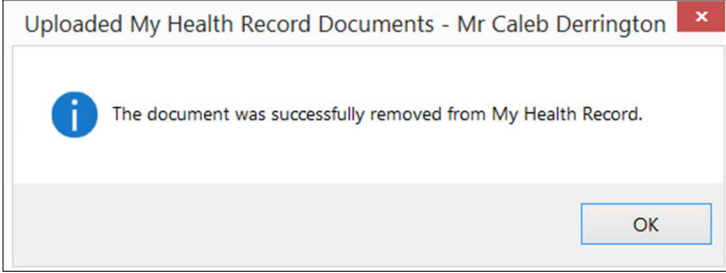
Select the document to be removed, noting document type and date. Once selected, click **Remove**.



STEP 4:
Indicate the reason for removal of document from the menu: Withdrawn or Incorrect Identity. Click **Continue**.



STEP 5:
A confirmation pop-up will appear on screen once the document has been successfully removed from the patient's My Health Record.

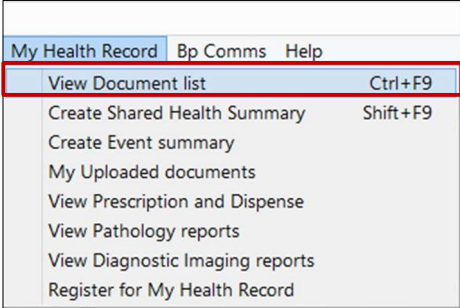


*An **Event Summary** can also be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored.*

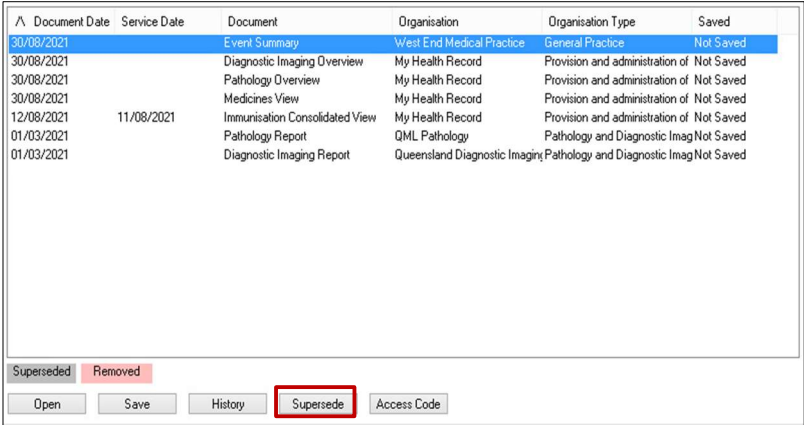
*A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.*

*To supersede an **Event Summary** follow these steps:*

STEP 1:
Select the **My HealthRecord** tab in the top menu, then select **View Document List** from the drop-down menu.



STEP 2:
Select the **Event Summary** document to be superseded from the **Document List**, then click **Supersede** from the menu options below.



| Document Date | Service Date | Document | Organisation | Organisation Type | Saved |
|---------------|--------------|--------------------------------|------------------------------|---------------------------------|-----------|
| 30/08/2021 | | Event Summary | West End Medical Practice | General Practice | Not Saved |
| 30/08/2021 | | Diagnostic Imaging Overview | My Health Record | Provision and administration of | Not Saved |
| 30/08/2021 | | Pathology Overview | My Health Record | Provision and administration of | Not Saved |
| 30/08/2021 | | Medicines View | My Health Record | Provision and administration of | Not Saved |
| 12/08/2021 | 11/08/2021 | Immunisation Consolidated View | My Health Record | Provision and administration of | Not Saved |
| 01/03/2021 | | Pathology Report | QML Pathology | Pathology and Diagnostic Imag | Not Saved |
| 01/03/2021 | | Diagnostic Imaging Report | Queensland Diagnostic Imagin | Pathology and Diagnostic Imag | Not Saved |

Removing and Superseding Uploaded Documents continued

STEP 3:

Modify the Event Summary with relevant information. Once completed, click **Preview**.

Immunisations: Diagnosis/Interventions:

| Date | Vaccine | Sequence | Batch No. |
|---------|---------|----------|-----------|
| < [] > | | | |

| Date | Condition | Status | Sev |
|---------|-----------|--------|-----|
| < [] > | | | |

Diagnostic Investigations - Requested Service: Diagnostic Investigations - Results:

| Date | Requested tests | Provider |
|---------|-----------------|----------|
| < [] > | | |

| Date | Item | Status |
|---------|------|--------|
| < [] > | | |

Note: Only TXT, RTF, DOC, DOCX, HTML, PDF and Image file types are supported.

STEP 4:

Preview the Event Summary to ensure accuracy of content, then click **Upload**. The document will be uploaded to My Health Record and replace the existing document.

My Health Record Document Viewer - Mr Caleb Derrington

File Help

Event Summary

30 Aug 2021

Mr Caleb DERRINGTON DoB 15 Jun 1933 (88 years*) SEX Male IHI 8003 6080 0004 5922

Start of Document

West End Medical Practice
 Author: Dr Terrance WALKER (General Medical Practitioner)
 Phone: 0716543542
 Encounter: no information
 Period:

Event Details

Reason for visit:
 Immunisation: COVID 19 Vaccine AstraZeneca given.

Diagnoses/Interventions

Medical History

| Item | Date |
|-------------|-------------|
| Vaccination | 30 Aug 2021 |

Immunisations

Immunisations - Administered Immunisations

| Vaccine | Sequence Number | Date |
|------------------------------|-----------------|-------------|
| COVID 19 Vaccine AstraZeneca | 1 | 30 Aug 2021 |

Administrative Details

| Patient Details | | Author Details | |
|-------------------|--------------------------------------------------------|---------------------------|---------------------------------------------------|
| Name | Mr Caleb DERRINGTON | Name | Dr Terrance WALKER (General Medical Practitioner) |
| Sex | Male | Organisation | West End Medical Practice |
| Indigenous Status | Neither Aboriginal nor Torres Strait Islander origin | Work Place | 400 George Street, Brisbane, QLD, 4000, Australia |
| Date of Birth | 15 Jun 1933 (88 years) * Age is calculated from DoB | Phone | 0716543542 [Workplace] |
| IHI | 8003 6080 0004 5922 | FAX | 0716543542 [Workplace] |
| Entitlements | 2950790711 (Medicare Benefits) | Email | info@practice.com.au (Workplace) |
| | | Clinical Document Details | |
| | | Document Type | Event Summary |
| | | Creation Date | 30 Aug 2021 08:20+1000 |
| | | Date Attested | 30 Aug 2021 08:20+1000 |
| | | Document ID | 2.25.19608666120126846068444 1722289185511238 |
| | | Document Set ID | 96294186-2afc-48af-8c10-16fa2a1cd06 |
| | | Document Version | ? |

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