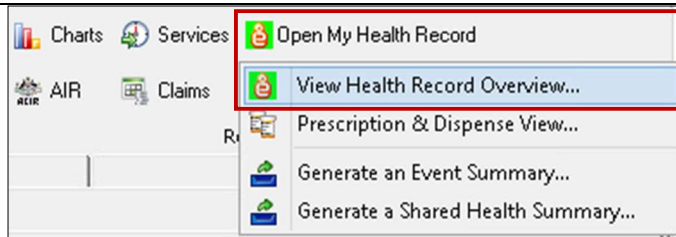


# Accessing Advance Care Planning Information

*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*

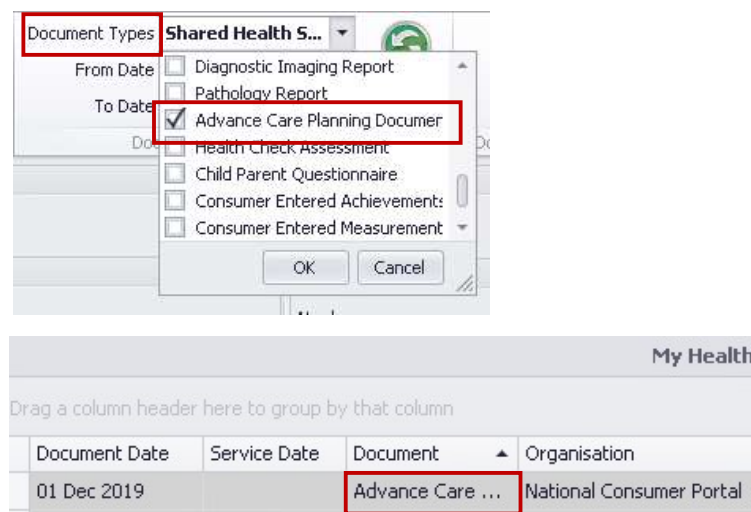
**STEP 1:**  
To access to the patient's My Health Record, select the **Open My Health Record** drop-down menu, then select **View My Health Record Overview**



**STEP 2:**  
Scroll down and click on the **Patient Document List** shortcut tile.



**STEP 3:**  
The **Patient Document List** will display. You will need to adjust the **Document Types** filter to include **Advance Care Planning Documents**. You may also need to adjust the **date filter** range. Click **Refresh**.  
To find the information quickly, you can click on the sort arrow next to **Document**. The **Advance Care Information** will appear at the top of the list. Double-click **Advance Care Information** to open it.



## Accessing Advance Care Planning Information continued

<p><b>STEP 4:</b> An <b>Advance Care Plan/ Directive</b> will display information related to a person's wishes for future medical treatment. Click on the hyperlink to view the PDF document.</p>	<p><b>Advance Care Information Section</b></p> <hr/> <p><i>Related Document Information</i></p> <table border="1"> <thead> <tr> <th>Document details</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Document Target</td> <td><a href="#">NSW Advance Care Directive</a></td> </tr> </tbody> </table> <p><i>Document Provenance</i></p> <table border="1"> <thead> <tr> <th>Document details</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Document Type</td> <td>Advance Care Plan/Directive - Overall Plan of Care/Advance Care Directives</td> </tr> </tbody> </table>	Document details	Value	Document Target	<a href="#">NSW Advance Care Directive</a>	Document details	Value	Document Type	Advance Care Plan/Directive - Overall Plan of Care/Advance Care Directives
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<p><b>STEP 5 (OPTIONAL):</b> If available, your patient may have <b>Advance Care Directive Custodian</b> details recorded.</p> <p>This may be accessed from the <b>Health Record Overview</b> display, by clicking on the hyperlink.</p> <p>Alternatively, this can be found by scrolling to the bottom of the My Health Record overview page and clicking on the <b>Advance Care Directive</b> tile.</p>	<p><b>Health Record Overview</b> <a href="#">Advance Care Directive Custodian details are available.</a></p> <p><small>This is not a complete view of the individual's health information. For more information about the individual's health record or data, please consult the individual or other healthcare professionals as needed.</small></p> <table border="1"> <tr> <td> <b>Patient Document List</b>  <small>Patient eHealth Record Document List</small> </td> <td> <b>Medicare Overview</b>  <small>Information regarding Medicare and Department of Veterans Affairs benefits, pharmaceutical benefits, childhood immunisation and organ donor status available on the eHealth record.</small> </td> <td> <b>Diagnostic Imaging View</b>  <small>Diagnostic Imaging reports available on the eHealth record.</small> </td> <td> <b>Pathology Index View</b>  <small>Pathology reports available on the eHealth record.</small> </td> </tr> <tr> <td> <b>Prescription And Dispense View</b>  <small>Prescription and Dispense records available on the eHealth record.</small> </td> <td> <b>Personal Health Summary</b>  <small>Summary of personal health information such as medications, allergies and adverse reactions added by the individual or an authorised representative to the eHealth record.</small> </td> <td> <b>Advance Care Directive</b>  <small>Advance Care Directive Custodian contact details available on the eHealth record.</small> </td> <td></td> </tr> </table>	<b>Patient Document List</b> <small>Patient eHealth Record Document List</small>	<b>Medicare Overview</b> <small>Information regarding Medicare and Department of Veterans Affairs benefits, pharmaceutical benefits, childhood immunisation and organ donor status available on the eHealth record.</small>	<b>Diagnostic Imaging View</b> <small>Diagnostic Imaging reports available on the eHealth record.</small>	<b>Pathology Index View</b> <small>Pathology reports available on the eHealth record.</small>	<b>Prescription And Dispense View</b> <small>Prescription and Dispense records available on the eHealth record.</small>	<b>Personal Health Summary</b> <small>Summary of personal health information such as medications, allergies and adverse reactions added by the individual or an authorised representative to the eHealth record.</small>	<b>Advance Care Directive</b> <small>Advance Care Directive Custodian contact details available on the eHealth record.</small>	
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<p><b>Useful links</b></p> <ul style="list-style-type: none"> <li>For upcoming training opportunities, visit Events and Webinars: <a href="https://www.digitalhealth.gov.au/newsroom/events-and-webinars">https://www.digitalhealth.gov.au/newsroom/events-and-webinars</a></li> </ul>									

For assistance contact the My Health Record helpline on **1800 723 471** or email [help@digitalhealth.gov.au](mailto:help@digitalhealth.gov.au)