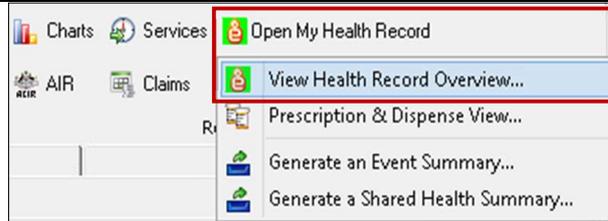# Removing and Superseding Uploaded Documents

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.*

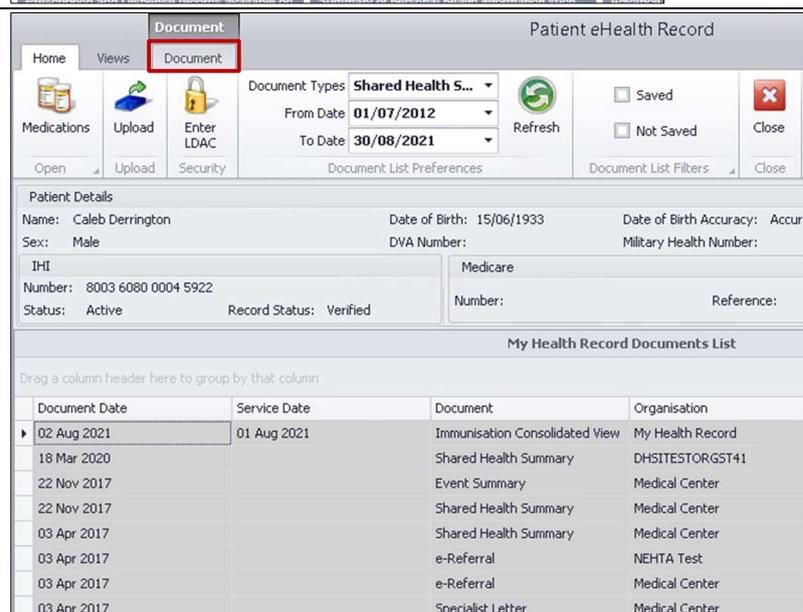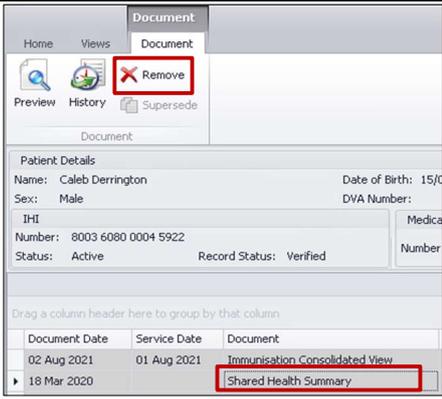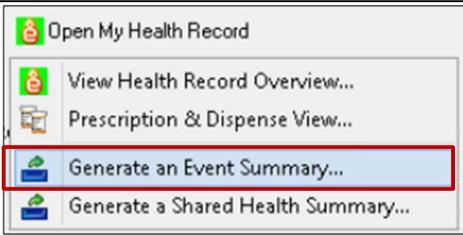|	
STEP 1: To access the patient's My Health Record, select the **Open My Health Record** drop-down menu, then select **View Health Record Overview.**	
STEP 2: Scroll down and click on the **Patient Document List** shortcut button.	
STEP 3: A list of **Uploaded My Health Record Documents** for the selected patient will appear. This list will only include documents uploaded by the user. Select the **Document** tab. Note: Both **Shared Health Summaries** and **Event Summaries** can be removed from My Health Record by the author of the document.	

STEP 4: Select the document to be removed from the list, noting the document type and date. Once selected, click **Remove.**	
STEP 5: Indicate the reason for removal of the document from the menu: Withdrawn or Incorrect Identity. Click **OK**. The document list will update and the removed document will no longer appear in the list.	
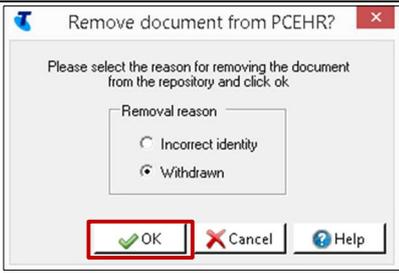
*An **Event Summary** can also be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored. A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.*

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

Step 1: Begin by creating a new Event Summary to replace the existing document. Click on the **Open My Health Record** icon. A drop-down menu will appear. Select **Generate an Event Summary**.	
STEP 2: Communicare will record that another Event Summary is being created for the same service and a **Supersede** flag will automatically be set. Once **Save and Upload to My Health Record** is selected, the previous Event Summary that was uploaded to My Health Record will be replaced with a new Event Summary.	

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

Australian Government
Australian Digital Health Agency

My Health Record