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:	👔 Charts 🔬 Services 😫 Open My Health Record			
To access the patient's My Health Record,	🚸 AIB 🗰 Claims 🚺 View Health Record Overview			
select the Open My Health Record drop-	Prescription & Dispense View			
down menu, then select View Health	Generate an Event Summary			
Record Overview.	Generate a Shared Health Summary			
STEP 2:	17.70			
Scroll down and click on the Patient				
Document List shortcut tile.	Patient Document List Medicare Overview Diagno			
	Patient eHealth Record Document List information regarding Medicare and Diagnosti Department of Veterans Affains benefits, eHealth r pharmaceutical benefits, childhoid			
	immunisation and organ donor status available on the eHealth record.			
	Prescription And Dispense View Personal Health Summary Artyan			
	Descention and Diseases maneter weakslas are Comman of narrowal kealth information much Advances			
STEP 3:	Document Types Shared Health S 👻			
The Patient Document List will display.	From Date 🖌 (Select All)			
You can filter the document list by	To Date e-Referral			
Document Type and Date Range. Once	Discharge Summary			
you have selected the relevant filters,	V Event Summary			
select OK then Refresh.	OK Cancel Refresh			
STEP 4:	Document Patient eHealth Record			
To ensure the most recent documents	Polite Vews Document Types Shared Health S Saved			
are displayed at the top of the list, click	Medications Upload Enter Enter From Date 04/07/2015 Refresh Not Saved Close			
on the sort arrow next to Document	Open Upload Security Document List Preferences Document List Filters Close			
Date. Alternatively, you can display the	Nation Decails Name: Caleb Derrington Date of Birth: 15/06/1933 Date of Birth Accuracy: Accurate date			
documents within the list alphabetically	Sex: male DVA Number: military Health Number: IHI Medicare			
by clicking on the sort arrow next to	Status: Active Record Status: Verified Number: Reference:			
Document.	My Health Record Documents List			
	Uneg a column neader here to group by that column Document Date Service Date Document Organisation Organi			
To open a document, doublo-click on it	03 Apr 2017 Specialist Letter NEHTA Test Genera 03 Apr 2017 Specialist Letter Medical Center Genera			
	03 Apr 2017 Shared Health Summary Medical Center Gener			
	18 Mar 2020 Shared Health Summary DHSITESTORGST41 Other			
	02 Sep 2021 Pathology Overview My Health Record Provisi			

Viewing Clinical Documents in My Health Record continued

STEP 5:	Shared Health Summary 18 Mar 2020			
To save a document select	CALEB DERRINGTON DOB 13	5 Jun 1933 (86 years*) SEX Male IHI 80	03 6080 0004 5922	
Print, select PDF Writer (or	Adverse Reactions			
	Adverse Reactions			
equivalent) as the printer and	Substance/Agent Manifestations			
click Print . Save the PDF to a	Penicillins (Allergy) • Urticaria			
secure location in your local	Medications			
secure location in your local	Medications			
system.	Medication	Directions	Clinical Indication	
	Crestor; coated tablet; 20 mg, [30]	Dose: one tablet daily, Duration: 1333 days	Hyperlipidaemia	
	Avanza; coated tablet; 30 mg, [30]	Dose: one tablet nocte, Duration: 1468 days	Depression	
	Madopar; tablet; 200 mg, 50 mg, [100]	Dose: one tablet three times daily, Duration: 1468 days	Disease;Parkinsons	
	Actonel EC, Actonel EC Combi, Actonel EC Combi D; gastro-resistant tablet; 35 mg, [4]	Dose: one tablet weekly, Duration: 1468 days	Osteoporosis	
	Avapro HCT; coated tablet; 300 mg, 12.5 mg, [30]	Dose: one tablet daily, Duration: 1468 days	Hypertension	
	Monodur Durules; modified-release tablet; 120 mg, [30]	Dose: one tablet daily, Duration: 1468 days	Disease; ischaemic heart	
	Medical History			
	Procedures: None known			
	Medical History	P-t-	0	
	Item	Date	Comment	
	Depression	12 Dec 2013 ->		
	Dicease: ischaemic beart	25 Mar 2012 ->		
	Disease:Parkinsons	12 May 2012 ->		
	Cataract	10 Oct 2010 ->	bilateral	
			🚊 Print 🛛 🛷 Close 🛛 🚱 He	

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

Viewing Clinical Documents in My Health Record Updated: June 22 Software version: V21.2



Australian Government Australian Digital Health Agency

