# 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:**<br><br>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:**<br>Scroll down and click on the **Patient Document List** shortcut tile. |  |
| **STEP 3:**<br><br>The Patient Document List will display. You can filter the document list by **Document Type** and **Date Range**. Once you have selected the relevant filters, select **OK** then **Refresh.** |  |
| **STEP 4:**<br><br>To ensure the most recent documents are displayed at the top of the list, click on the sort arrow next to **Document Date**. Alternatively, you can display the documents within the list alphabetically by clicking on the sort arrow next to **Document**.<br><br>To open a document, double-click on it. |  |
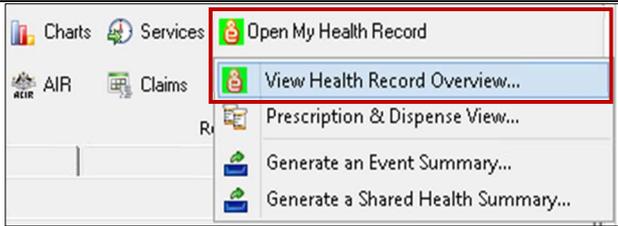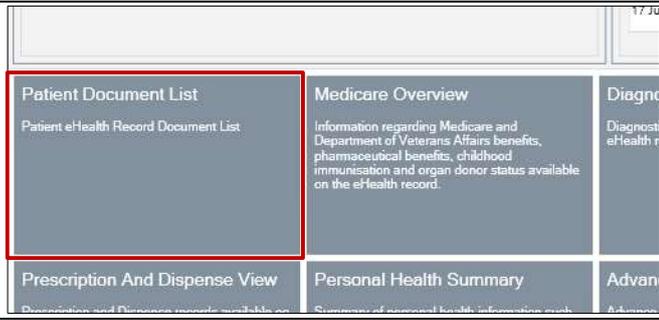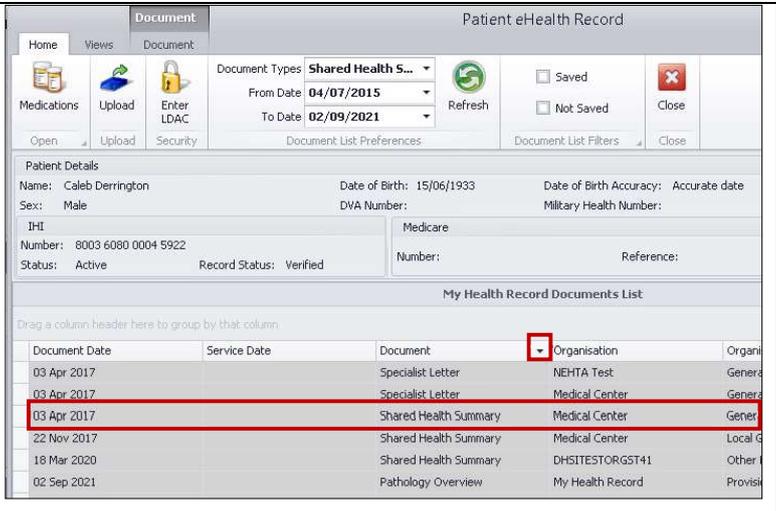
STEP 5:

To save a document select **Print**, select **PDF Writer** (or equivalent) as the printer and click **Print**. Save the PDF to a secure location in your local system.

**Shared Health Summary**
18 Mar 2020

CALEB **DERRINGTON**    DoB 15 Jun 1933 (86 years*)    SEX Male    IHI 8003 6080 0004 5922

**Adverse Reactions**

*Adverse Reactions*

| Substance/Agent | Manifestations |
|---|---|
| Penicillins (Allergy) | • Urticaria |

**Medications**

*Medications*

| 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*

| Item | Date | Comment |
|---|---|---|
| Depression | 12 Dec 2013 -> | |
| Hyperlipidaemia | 25 Mar 2013 -> | |
| Disease;ischaemic heart | 25 Mar 2013 -> | |
| Disease;Parkinsons | 12 May 2012 -> | |
| Cataract | 10 Oct 2010 -> | bilateral |

Print    Close    Help

**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