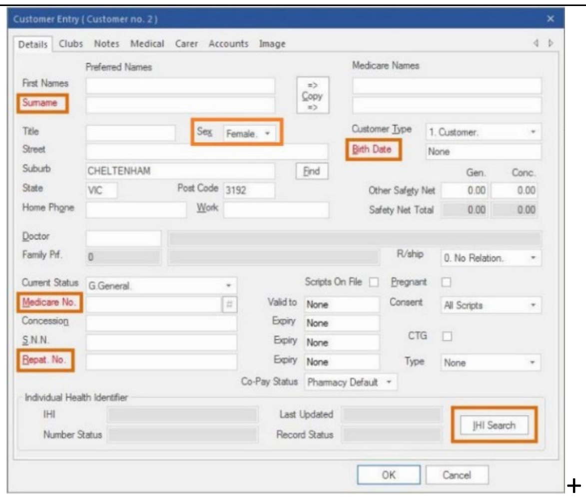
Viewing Clinical Documents in My Health Record

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

<table>
<tr>
<td>STEP 1:
The patient's IHI can be verified via either the Customer Maintenance window or the Dispense form using the saved five core demographic details: first name, surname, gender, date of birth and Medicare/DVA card.</td>
<td>



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<td>STEP 2:
When dispensing, the My Health Record icon in the toolbar will display the patient's My Health Record status e.g. Active My Health Record.</td>
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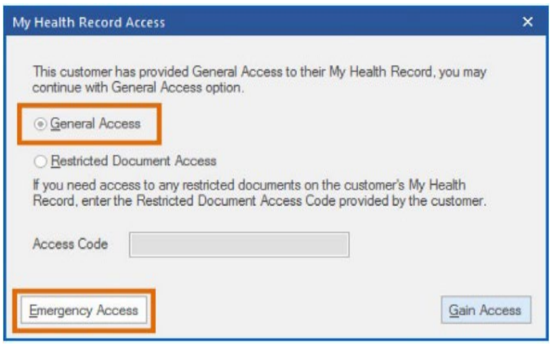
<td>STEP 3:
Select the My Health Record icon. The My Health Record Access window will appear. Select Gain Access to access the My Health Record (and enter your pharmacist password if applicable).

STEP 4:
If the patient has Restricted Access to their My Health Record, an Emergency Access window will prompt for either the General Access code or Restricted Document Access. This can be provided by your patient. In an emergency, you may enter by clicking Emergency Access.</td>
<td>



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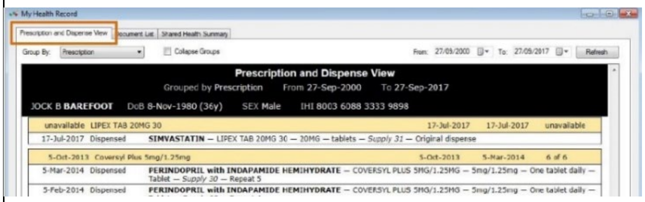
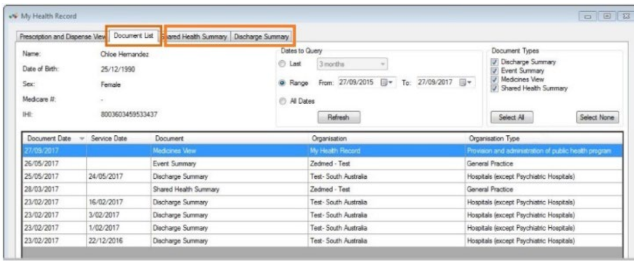
STEP 5:
By default, your patient's My Health Record **Prescription and Dispense View** tab displays the Prescription and Dispense Records. The filters can be adapted to change Date range or Group. To view an entry in more detail, double-click to display.



STEP 6:
Click the **Document List** tab to display a list of clinical documents available. Click the column headers to sort by Document type or provider Organisation. If at least one Shared Health Summary or Discharge Summary is available, an associated Tab will display the latest of these Document types.



STEP 7:
To view a document, double-click on the entry to display. To print the document, select Print.

Consent to upload to My Health Record

My Health Record upload consent is selected by default and must be de-selected if the patient advises not to upload their dispense record. Click **OK** to save the dispense record to Minfos.

Dispense Errors and My Health Record

If you have made a dispense error (e.g. wrong drug, directions) that was uploaded to a patient's My Health Record, go back into the dispense record and **edit the prescription** as normal using pharmacist initials. The correct entry will then be re-uploaded to your patient's My Health Record.

If you delete the dispense record from Minfos (e.g. dispensed to wrong patient), this will also be removed from the patient's My Health Record.

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