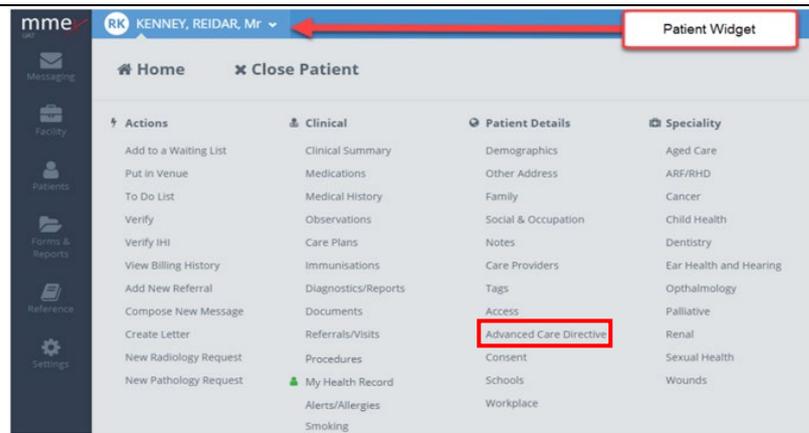# Uploading Advanced Care Directives in My Health Record

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.

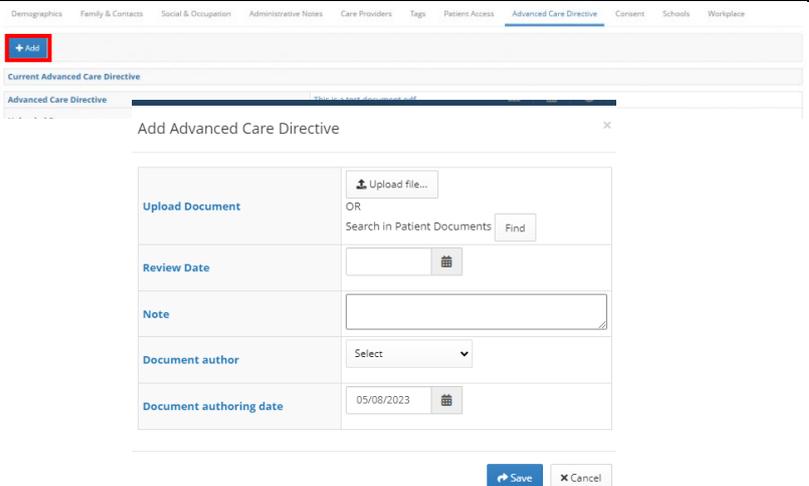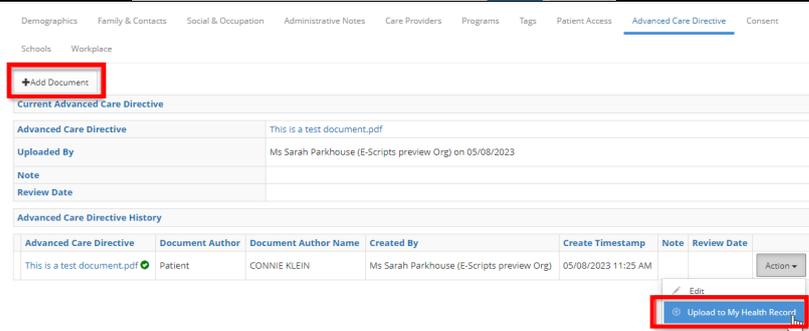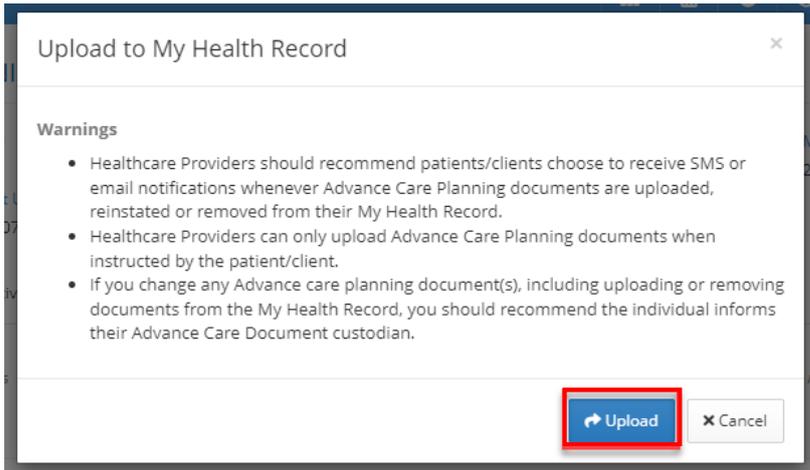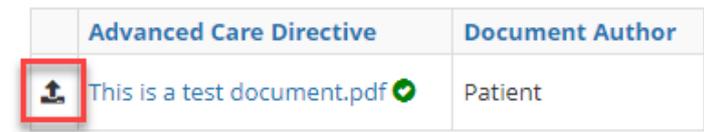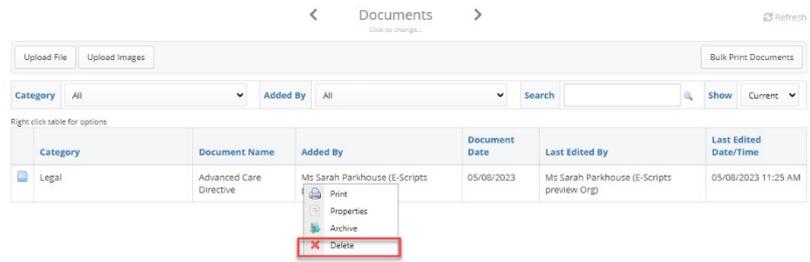|	
STEP 1: To add an Advanced Care Directive (ACD), select the patient widget. Then select **'Advanced Care Directive'** under **'Patient Details'**	
STEP 1: Click '**+Add**' to add a new Advanced Care Planning document to the tab, so it can be uploaded. The pop up will display several fields of information that describe when the document was created and by whom as well as a review date. Additional fields will display depending on the document author type selected. This information is required to be recorded so that it is conformant for My Health Record	
STEP 2: The document will be added to the **'Advanced Care Directive History'** table, with an option to Upload the Document to My Health Record on the action menu.	

STEP 4: Once you have clicked the '**Upload Document to My Health Record'** button a pop up will appear. Click **Upload.**	**Upload to My Health Record** ✕ Warnings • Healthcare Providers should recommend patients/clients choose to receive SMS or email notifications whenever Advance Care Planning documents are uploaded, reinstated or removed from their My Health Record. • Healthcare Providers can only upload Advance Care Planning documents when instructed by the patient/client. • If you change any Advance care planning document(s), including uploading or removing documents from the My Health Record, you should recommend the individual informs their Advance Care Document custodian. → Upload ✕ Cancel
STEP 5: Once uploaded you will see an icon that indicates a successful upload**.**	**Advanced Care Directive** **Document Author** ⬆ This is a test document.pdf ✔ Patient
Removing Advanced Care Directives	
To remove an Advanced Care Planning document, you will need to delete it from the patient record '**Documents List**'. *(Not all users have the ability to delete a document so you may need to speak with a Senior Clinician or Organisation Administrator to do this on your behalf)* When deleted, the information will be removed from the Advanced Care Planning Tab. *Please note: Any documents uploaded to MHR will not be deleted by deleting the document from the MMEx record.*	‹ Documents › ↻ Refresh Upload File Upload Images Bulk Print Documents Category [All] Added By [All] Search [ ] 🔍 Show [Current] Right click table for options | Category	Document Name	Added By	Document Date	Last Edited By	Last Edited Date/Time
Legal	Advanced Care Directive	Ms Sarah Parkhouse (E-Scripts	05/08/2023	Ms Sarah Parkhouse (E-Scripts preview Org)	05/08/2023 11:25 AM	 Print Properties Archive ✕ Delete

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

Uploading Advanced Care Directives in My Health Record
Updated: August 23

Australian Government
Australian Digital Health Agency

My Health Record