Accessing Advance Care Planning Information

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 access the patient's My Health Record, select the green 'e' **My Health Record** folder icon above the **Summary Views** panel.	
STEP 2: The **My Health Record Documents** screen will display with the **Clinical Documents tab** selected by default. Click the **Filter by** button to show the list of documents in the patient's My Health Record.	
STEP 3: Click on the plus symbol to expand the **Personal Documents** list, then select **Advance Care Information** and click **OK.** Click **Refresh** to update your search (subject to any date filters you have also set).	
STEP 4: Click the plus symbol to expand the **Advance Care Information** documents within the list**.** Next, click on the document you would like to open. This will display the document in the bottom half of the screen. Click on **View Document** to expand to the full view.	
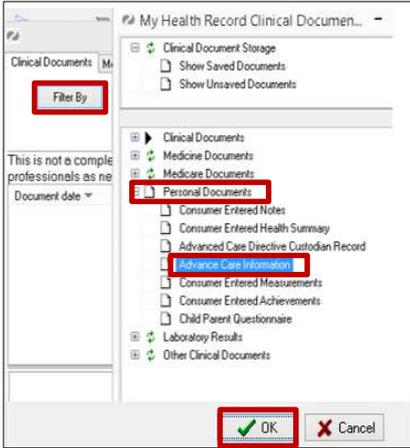
STEP 5: An **Advance Care Plan/ Directive** will display information related to a person's wishes for future medical treatment. It may also include the details of a custodian they have nominated to share this information with. Click on the hyperlink to view the document.	<table><tr><td colspan="2" align="center">**Advance Care Planning Document** **22 Dec 2019** Caleb DERRINGTON DoB 15 Jun 1933 (86y*) SEX Male IHI 8003 6080 0004 5922</td></tr><tr><td colspan="2" align="center">START OF DOCUMENT</td></tr><tr><td>Author</td><td>Caleb Derrington</td></tr></table>

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<tr><td colspan="2">**Advance Care Information Section**</td></tr>
<tr><td colspan="2">*Related Document Information*</td></tr>
<tr><td>**Document details**</td><td>**Value**</td></tr>
<tr><td>Document Target</td><td>NSW Advance Care Directive</td></tr>
<tr><td colspan="2">*Document Provenance*</td></tr>
<tr><td>**Document details**</td><td>**Value**</td></tr>
<tr><td>Document Type</td><td>Advance Care Plan/Directive - Overall Plan of Care/Advance Care Directives</td></tr>
<tr><td>Author Person Name</td><td>Caleb DERRINGTON</td></tr>
<tr><td colspan="2">**Administrative Observations**</td></tr>
<tr><td colspan="2">This section contains no entries.</td></tr>
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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

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