Removing and Superseding Uploaded Documents

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

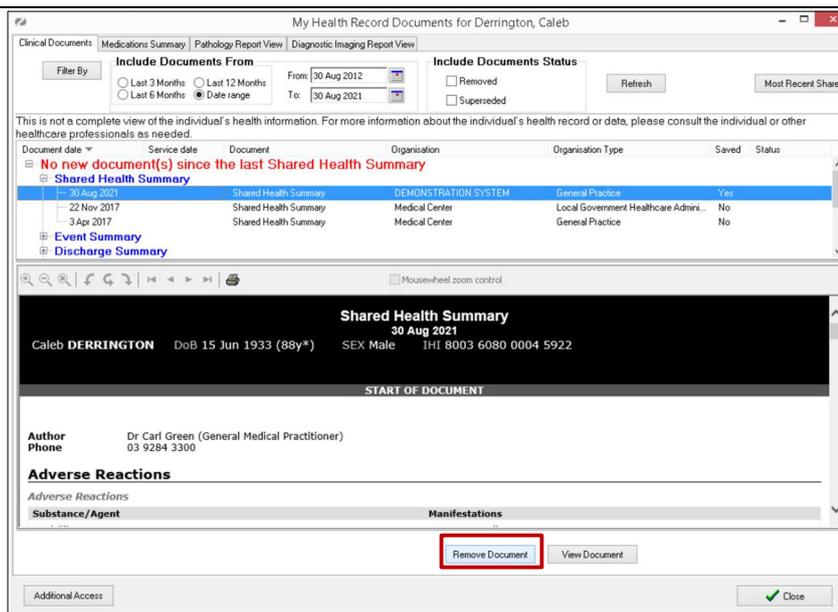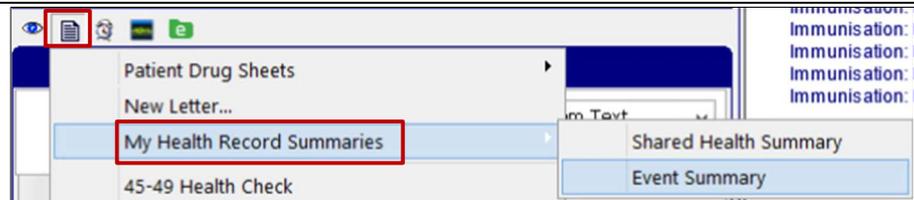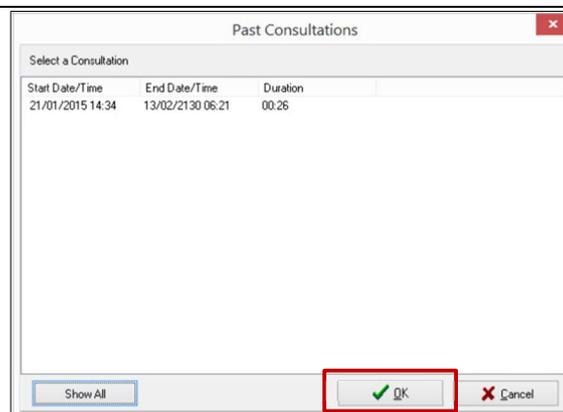|	
*Documents can be removed from an individual's **My Health Record** by the original author of the document. If you are the author of the document, you can follow these steps to remove a **Shared Health Summary** or an **Event Summary** from your patient's My Health Record.*	
STEP 1: To access the patient's My Health Record, select the green **'e' My Health Record icon** above **Summary Views** panel.	
STEP 2: The **My Health Record Documents** screen will appear with the **Clinical Documents** tab displayed by default. This shows the list of recent documents in the patient's My Health Record. **STEP 3:** Select the document to be removed, noting the document type and date. Once selected, click **Remove Document** from the menu options below.	
STEP 4: Confirm you want to remove the document from the patient's My Health Record by selecting **Yes**. The document list will update and the removed document will no longer appear in the list.	
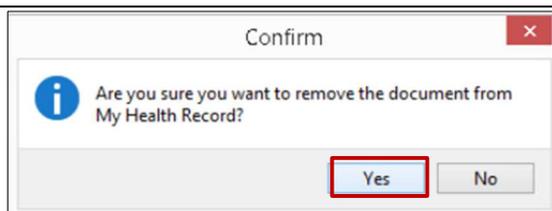
An **Event Summary** can be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored.
A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.

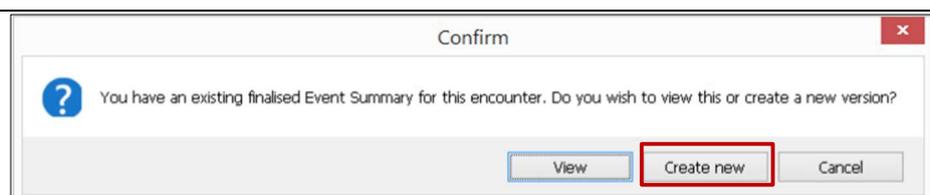To **supersede an Event Summary** follow these steps:

STEP 5: Begin by creating a new Event Summary to replace the existing document. Click the **Quick Documents** icon. A drop-down list appears. Select **My Health Record Summaries**, then **Event Summary**.	
STEP 6: A **Past Consultations** box will appear. Select the existing consultation and click **OK**.	
STEP 7: Confirm that you would like to create a new Event Summary by clicking **Create New.**	

STEP 8: Create a new Event Summary and click **Next (Preview).**	
STEP 9: Once reviewed, click **Confirm Content and Upload**. The document will be uploaded to the patient's My Health Record, to replace the existing Event Summary.	

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