

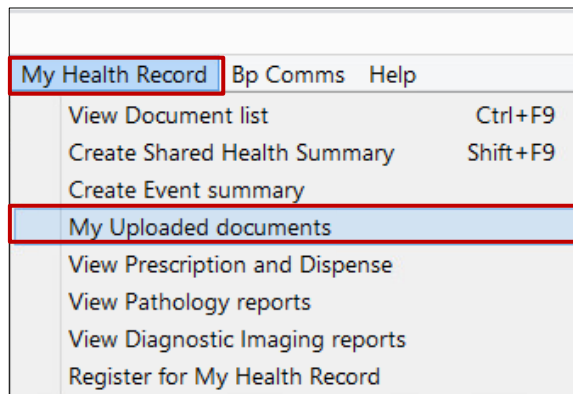
Removing and Superseding Uploaded Documents

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.

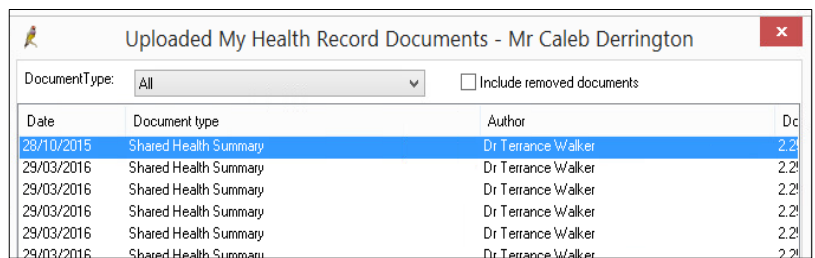
STEP 1:

Select the **My Health Record** tab in the top menu, then select **My Uploaded documents** from the drop-down menu.



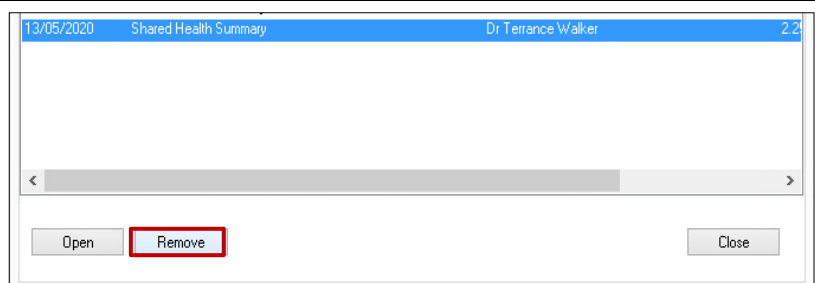
STEP 2:

A list of **Uploaded My Health Record Documents** for the selected patient will appear. This list will only include documents uploaded by the user.

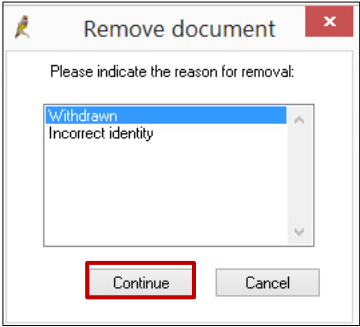


STEP 3:

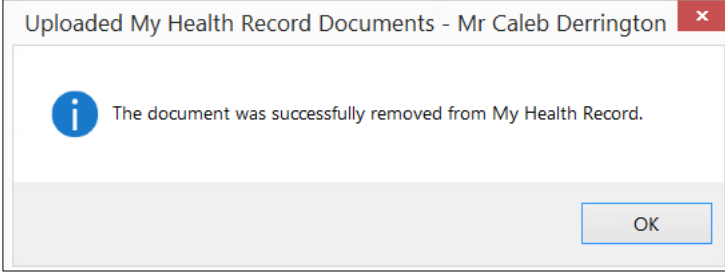
Select the document to be removed, noting document type and date. Once selected, click **Remove**.



STEP 4:
Indicate the reason for removal of document from the menu: Withdrawn or Incorrect Identity. Click **Continue**.



STEP 5:
A confirmation pop-up will appear on screen once the document has been successfully removed from the patient's My Health Record.

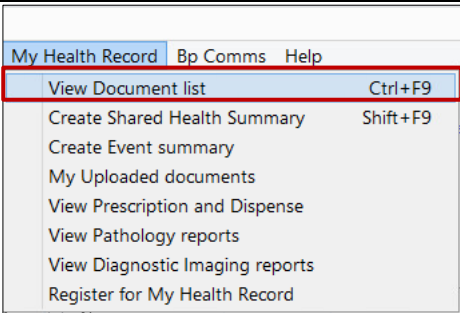


*An **Event Summary** can also be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored.*

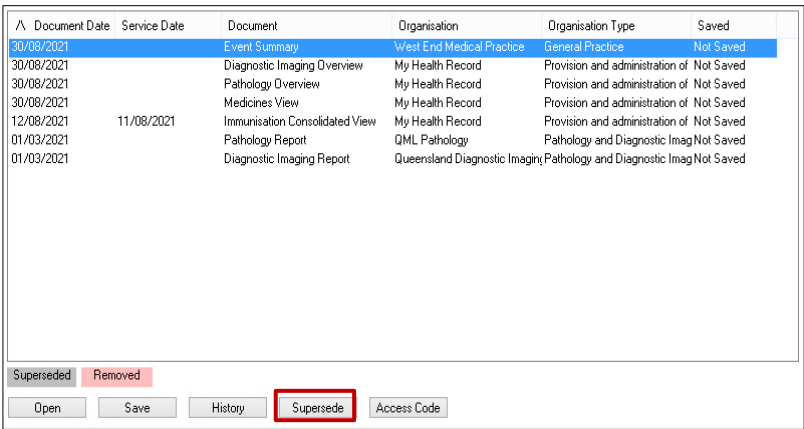
*A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.*

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

STEP 1:
Select the **My HealthRecord** tab in the top menu, then select **View Document List** from the drop-down menu.



STEP 2:
Select the **Event Summary** document to be superseded from the **Document List**, then click **Supersede** from the menu options below.



Document Date	Service Date	Document	Organisation	Organisation Type	Saved
30/08/2021		Event Summary	West End Medical Practice	General Practice	Not Saved
30/08/2021		Diagnostic Imaging Overview	My Health Record	Provision and administration of	Not Saved
30/08/2021		Pathology Overview	My Health Record	Provision and administration of	Not Saved
30/08/2021		Medicines View	My Health Record	Provision and administration of	Not Saved
12/08/2021	11/08/2021	Immunisation Consolidated View	My Health Record	Provision and administration of	Not Saved
01/03/2021		Pathology Report	QML Pathology	Pathology and Diagnostic Imag	Not Saved
01/03/2021		Diagnostic Imaging Report	Queensland Diagnostic Imagin	Pathology and Diagnostic Imag	Not Saved

Removing and Superseding Uploaded Documents continued

STEP 3:

Modify the Event Summary with relevant information. Once completed, click **Preview**.

Immunisations: Diagnosis/Interventions:

Date	Vaccine	Sequence	Batch No.
<			>

Date	Condition	Status	Sev
<			>

Diagnostic Investigations - Requested Service: Diagnostic Investigations - Results:

Date	Requested tests	Provider
<		>

Date	Item	Status
<		>

Note: Only TXT, RTF, DOC, DOCX, HTML, PDF and Image file types are supported.

STEP 4:

Preview the Event Summary to ensure accuracy of content, then click **Upload**. The document will be uploaded to My Health Record and replace the existing document.

My Health Record Document Viewer - Mr Caleb Derrington

Event Summary
30 Aug 2021

Mr Caleb **DERRINGTON** DoB 15 Jun 1933 (88 years*) SEX Male IHI 8003 6080 0004 5922

Start of Document

West End Medical Practice
Author: Dr Terrance WALKER (General Medical Practitioner)
Phone: 0716543542
Encounter: no information
Period:

Event Details
Reason for visit:
Immunisation: COVID 19 Vaccine AstraZeneca given.

Diagnoses/Interventions

Medical History

Item	Date
Vaccination	30 Aug 2021

Immunisations - Administered Immunisations

Vaccine	Sequence Number	Date
COVID 19 Vaccine AstraZeneca	1	30 Aug 2021

Administrative Details

Patient Details		Author Details	
Name	Mr Caleb DERRINGTON	Name	Dr Terrance WALKER (General Medical Practitioner)
Sex	Male	Organisation	West End Medical Practice
Indigenous Status	Neither Aboriginal nor Torres Strait Islander origin	Work Place	400 George Street, Brisbane, QLD, 4000, Australia
Date of Birth	15 Jun 1933 (88 years) * Age is calculated from DoB	Phone	0716543542 [Workplace]
IHI	8003 6080 0004 5922	FAX	0716543542 [Workplace]
Entitlements	2950790711 (Medicare Benefits)	Email	info@practice.com.au (Workplace)
		Clinical Document Details	
		Document Type	Event Summary
		Creation Date	30 Aug 2021 08:20+1000
		Date Attested	30 Aug 2021 08:20+1000
		Document ID	2.25.19608666120126846068444 1722289185511238
		Document Set ID	96294186-2afc-48af-8c10-16fa52a1cd06
		Document Version	?

Useful links:

- How and when to view a My Health Record:
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record>
- 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