

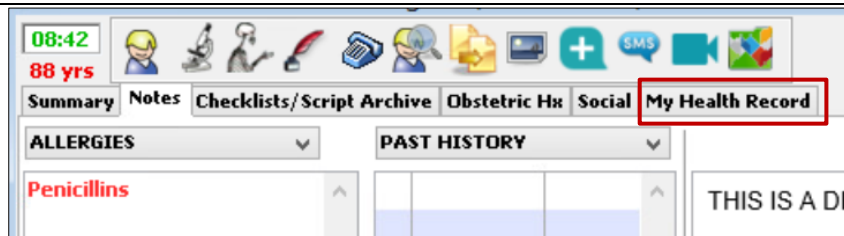
Removing and Superseding Uploaded Documents

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.

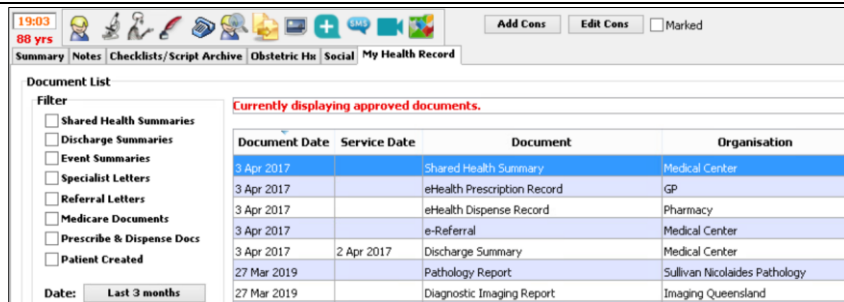
STEP 1:

To access the patient's My Health Record, select the **My Health Record** tab.



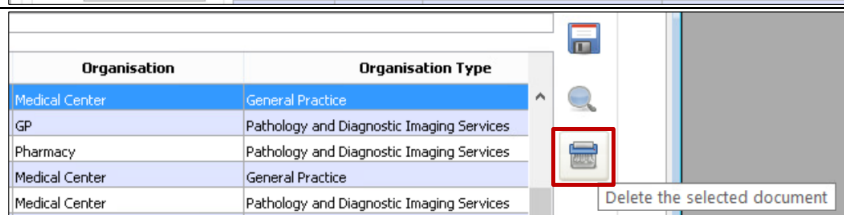
STEP 2:

A **Document List** for the selected patient will appear. Select the document to be removed, noting the document type and date.



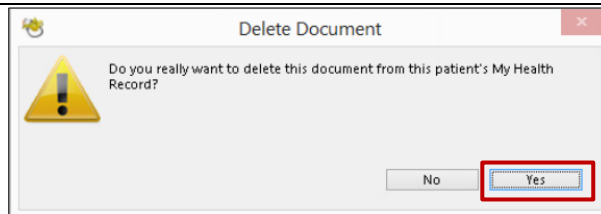
STEP 3:

Once selected, click on the shredder icon to remove the document from the patient's My Health Record.



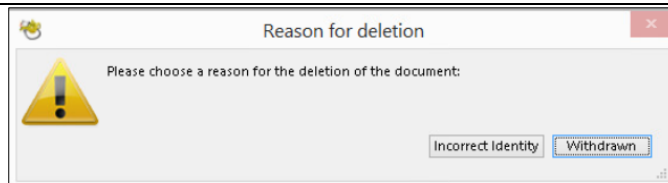
STEP 4:

Confirm the selected document is to be deleted from the patient's My Health Record by clicking **Yes**.

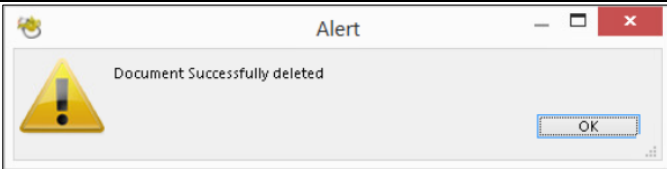
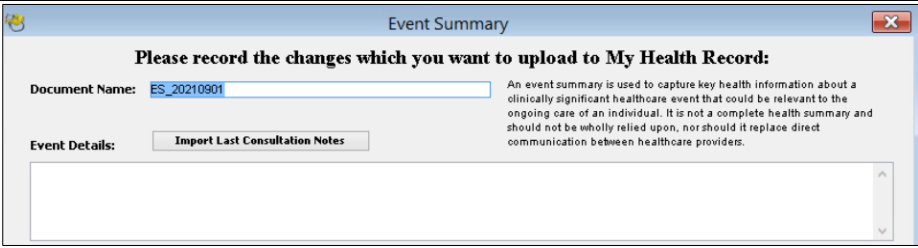
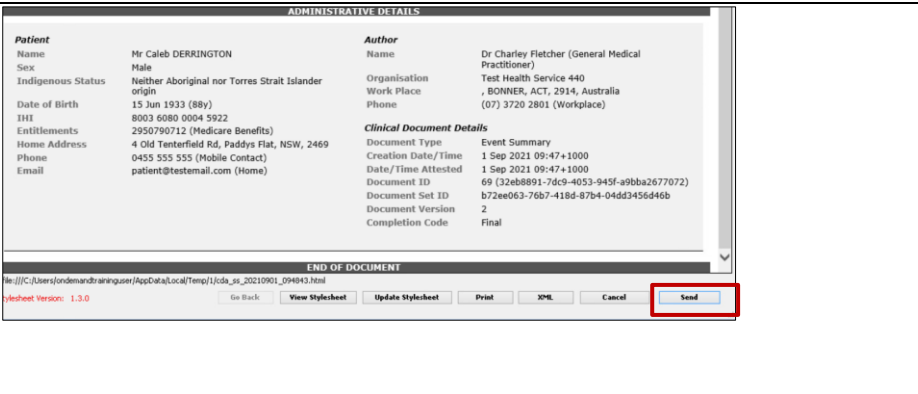


STEP 5:

Indicate the reason for removal of the document: **Incorrect Identity** or **Withdrawn**.



Removing and Superseding Uploaded Documents continued

<p>STEP 6: A confirmation pop-up will appear on the screen once the document has been successfully removed from the patient's My Health Record.</p>																									
<p><i>An Event Summary can also be superseded by a new version that replaces the original. You can only supersede documents that you have authored.</i> <i>A Shared Health Summary cannot be superseded, it must be removed and a new document uploaded, if appropriate.</i></p>																									
<p><i>To supersede an Event Summary follow these steps:</i></p>																									
<p>STEP 1: Select the Event Summary document to be superseded from the Document List, then right-click to display the Supersede option.</p>	<p>Currently displaying approved documents.</p> <table border="1"> <thead> <tr> <th>Document Date</th> <th>Service Date</th> <th>Document</th> <th>Organisation</th> </tr> </thead> <tbody> <tr> <td>1 Sep 2021</td> <td></td> <td>Event Summary</td> <td>History on My Health Record</td> </tr> <tr> <td>1 Sep 2021</td> <td></td> <td>Medicare Overview</td> <td>Supersede</td> </tr> <tr> <td>1 Sep 2021</td> <td></td> <td>Medicare Overview</td> <td></td> </tr> <tr> <td>1 Sep 2021</td> <td></td> <td>Pathology Overview</td> <td>My Health Record</td> </tr> <tr> <td>1 Sep 2021</td> <td></td> <td>Medicines View</td> <td>My Health Record</td> </tr> </tbody> </table>	Document Date	Service Date	Document	Organisation	1 Sep 2021		Event Summary	History on My Health Record	1 Sep 2021		Medicare Overview	Supersede	1 Sep 2021		Medicare Overview		1 Sep 2021		Pathology Overview	My Health Record	1 Sep 2021		Medicines View	My Health Record
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<p>STEP 2: Record the changes to be made to the Event Summary document, scroll to the end and click OK once complete.</p>																									
<p>STEP 3: Preview the Event Summary to ensure accuracy of content, then click Send.</p> <p>The Event Summary will be uploaded to the patient's My Health Record, to replace the existing document.</p>																									
<p>Useful links</p> <ul style="list-style-type: none"> 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