

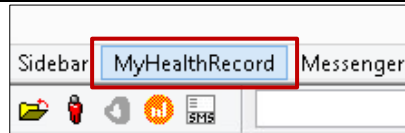
# Removing and Superseding Uploaded Documents

*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.

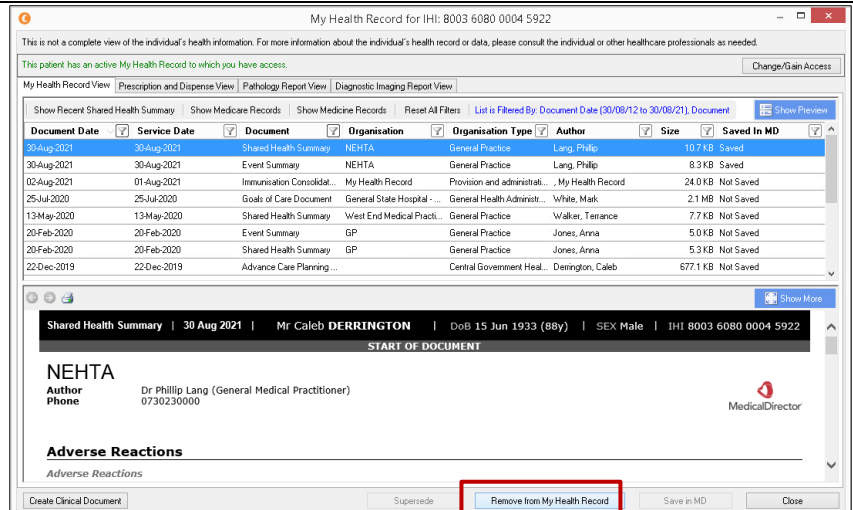
**STEP 1:**

To access the patient's My Health Record, select **My Health Record** from the top menu.



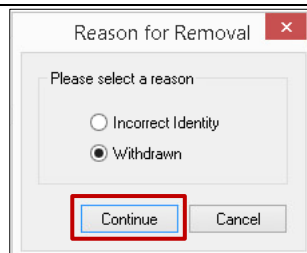
**STEP 2:**

The patient's Document List will appear. Select the document to be removed from the list, noting the document type and date. Once selected, click **Remove from My Health Record**.



**STEP 3:**

Indicate the reason for removal of the document from the menu: Withdrawn or Incorrect Identity.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



**STEP 4:**

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



## Removing and Superseding Uploaded Documents continued

An **Event Summary** can also be **superseded** by a new version that replaces the original.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A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.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Select the **Event Summary** document to be superseded from the Document List, then click **Supersede** from the menu options below.

My Health Record for IHI: 8003 6080 0004 5922

This patient has an active My Health Record to which you have access.

My Health Record View | Prescription and Dispense View | Pathology Report View | Diagnostic Imaging Report View

Show Recent Shared Health Summary | Show Medicare Records | Show Medicine Records | Reset All Filters | List is Filtered By: Document Date (30/08/21 to 30/08/21). Document | Show Preview

Document Date	Service Date	Document	Organisation	Organisation Type	Author	Size	Saved in MD
30-Aug-2021	30-Aug-2021	Event Summary	NEHTA	General Practice	Lang, Philip	8.3 KB	Saved
02-Aug-2021	01-Aug-2021	Immunisation Consolidat...	My Health Record	Provision and administrat...	My Health Record	24.0 KB	Not Saved
25-Jul-2020	25-Jul-2020	Goals of Care Document	General State Hospital ...	General Health Administr...	Wlake, Mark	2.1 MB	Not Saved
13-May-2020	13-May-2020	Shared Health Summary	West End Medical Practi...	General Practice	Walker, Terrence	7.7 KB	Not Saved
20-Feb-2020	20-Feb-2020	Event Summary	GP	General Practice	Jones, Anna	5.0 KB	Not Saved
20-Feb-2020	20-Feb-2020	Shared Health Summary	GP	General Practice	Jones, Anna	5.3 KB	Not Saved
22-Dec-2019	22-Dec-2019	Advance Care Planning ...	Central Government Heal...	Central Government Heal...	Derrington, Caleb	677.1 KB	Not Saved
01-Dec-2019	01-Dec-2019	Advance Care Directive ...	National Consumer Portal	Central Government Heal...	Derrington, Caleb	4.6 KB	Not Saved

Event Summary | 30 Aug 2021 | Mr Caleb DERRINGTON | DoB 15 Jun 1933 (88y) | SEX: Male | IHI 8003 6080 0004 5922

START OF DOCUMENT

NEHTA  
Author: Dr Phillip Lang (General Medical Practitioner)  
Phone: 0730230000  
Encounter Period: 30 Aug 2021 08:46+1000 to 30 Aug 2021 09:42+1000

Event Details  
Clinical Synopsis Description

Create Clinical Document | **Supersede** | Remove from My Health Record | Save in MD | Close

### STEP 2:

The **Select a Document** window will appear. Browse through the list of available documents from your patient's record and select the document you wish to use to replace that within My Health Record. Click **Supersede**.

Select a Document

The list below shows only the e-Referral documents that you have created for this patient. Please select the e-Referral document to supersede with:

Document Type	Date / Time Created	Document Description	Author
Event Summary	14/01/2013 15:27:21	Event Summary	Dr Anthony John Davis

Event Summary | 24 Feb 2014 | Mr Lindsay BLANTON | DoB 1 Oct 1991 (22y) | SEX: Male | IHI 8003 6086 6667 0989

START OF DOCUMENT

HCN Demo - David Harris  
Author: Dr Alfonso Terri-Anne (General Medical Practitioner)  
Phone: 02 9897 1212  
Encounter Period: 29 Aug 2013 07:45+1000 to 24 Feb 2014 15:56+1100

Event Details  
Clinical Synopsis Description

**Supersede** | Cancel

### STEP 3:

The Event Summary will be uploaded to the patient's My Health Record to replace the existing document.

My Health Record

The document has been superseded in the patient's My Health Record.

OK

### 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](mailto:help@digitalhealth.gov.au)