

Accessing Advance Care Planning Information

Note: These steps assume that you have an individual PRODA account, your HPI-I has been linked to your organisation's HPI-O and the patient has a My Health Record

STEP 1:

Open the **National Provider Portal** and search for your patient by entering their:

- Last name
- Date of birth
- Sex
- A unique numeric identifier, either their Medicare or DVA number, or their Individual Healthcare Identifier (IHI).

Welcome: MANIUNATH
HELP LOGOUT
You last logged in on 23-Sep-2021 at 12:00:28 PM (AEST)

My Health Record Search

LAST NAME*
Harding

DATE OF BIRTH*
04-Oct-1949

SEX*
 Male
 Female
 Intersex
 Not Stated

IDENTIFIER*
 IHI
 Medicare
 DVA
 39503025721

* Indicates a mandatory field

Search Reset

STEP 2:

a) The patient's **Health Record Overview** page will appear. On this page, an alert will be displayed if there is Advance Care Information available on the record. Click on this link to be directed to the **Advance Care Planning Overview** page.

b) Alternatively, from the **Health Record Overview** page, click on the **Advance Care Planning** tab from the top menu and select **Advance Care Planning Overview**.

Health Record Overview Clinical Documents Medicine Records Immunisation Records Consumer Documents Child Development Medicare Records Advance Care Planning

Health Record Overview

Advance care information is available on this My Health Record

Advance Care Planning Overview 13
Advance Care Document Custodian 1

STEP 3 (OPTIONAL):

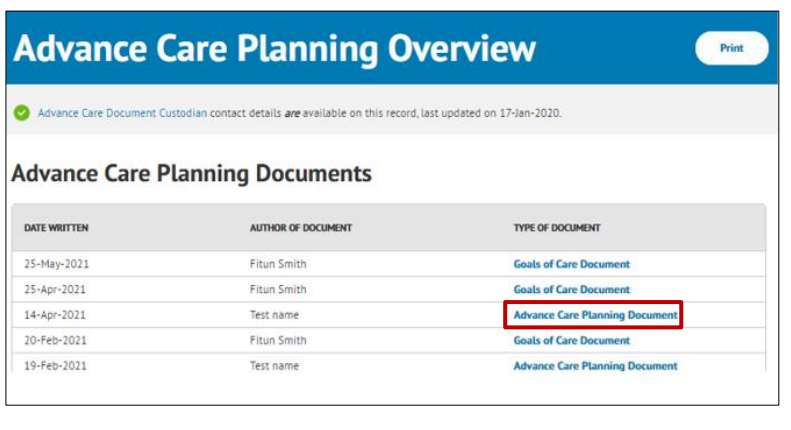
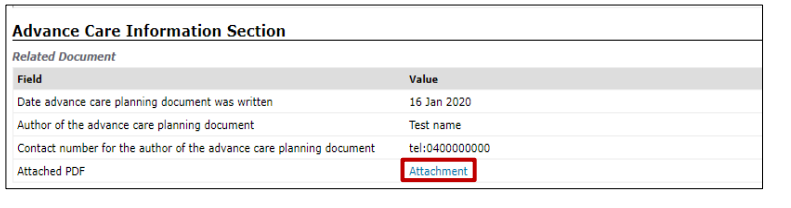
From the **Health Record Overview** page, you can also scroll down to **Documents available on the My Health Record since the last Shared Health Summary** and click on the document from within the list.

Documents available on the My Health Record since the last Shared Health Summary

This section lists key documents uploaded to this record since the last Shared Health Summary, such as discharge summaries. Other documents, such as prescriptions, can be accessed through the other links provided.

7 Documents available on the My Health Record since the last Shared Health Summary Show Event Summaries Only (with Clinical Synopsis if available)

06-Jul-2021	Event Summary (Clinical Synopsis Available)	MARIE STIMSON, Not Available, Test Health Service 1005
02-Jul-2021	Event Summary	MARIE STIMSON, Not Available, Test Health Service 1005
25-May-2021	Goals of Care Document	Dr Fitun Doctor family name, Not Available, Test Health Service 696
25-Apr-2021	Goals of Care Document	Dr Fitun Doctor family name, Not Available, Test Health Service 696
14-Apr-2021	Advance Care Planning Document	Dr Fitun Doctor family name, Not Available, Test Health Service 696

<p>STEP 4:</p> <p>In the Advance Care Planning Overview page, a list of the Advance Care Planning documents available will appear. Click to open the document.</p>	 <p>Advance Care Planning Overview Print</p> <p>✓ Advance Care Document Custodian contact details are available on this record, last updated on 17-Jan-2020.</p> <p>Advance Care Planning Documents</p> <table border="1"> <thead> <tr> <th>DATE WRITTEN</th> <th>AUTHOR OF DOCUMENT</th> <th>TYPE OF DOCUMENT</th> </tr> </thead> <tbody> <tr> <td>25-May-2021</td> <td>Fitun Smith</td> <td>Goals of Care Document</td> </tr> <tr> <td>25-Apr-2021</td> <td>Fitun Smith</td> <td>Goals of Care Document</td> </tr> <tr> <td>14-Apr-2021</td> <td>Test name</td> <td>Advance Care Planning Document</td> </tr> <tr> <td>20-Feb-2021</td> <td>Fitun Smith</td> <td>Goals of Care Document</td> </tr> <tr> <td>19-Feb-2021</td> <td>Test name</td> <td>Advance Care Planning Document</td> </tr> </tbody> </table>	DATE WRITTEN	AUTHOR OF DOCUMENT	TYPE OF DOCUMENT	25-May-2021	Fitun Smith	Goals of Care Document	25-Apr-2021	Fitun Smith	Goals of Care Document	14-Apr-2021	Test name	Advance Care Planning Document	20-Feb-2021	Fitun Smith	Goals of Care Document	19-Feb-2021	Test name	Advance Care Planning Document
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<p>STEP 5:</p> <p>You will need to click on a PDF attachment in the next screen to view the document.</p>	 <p>Advance Care Information Section</p> <p><i>Related Document</i></p> <table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Date advance care planning document was written</td> <td>16 Jan 2020</td> </tr> <tr> <td>Author of the advance care planning document</td> <td>Test name</td> </tr> <tr> <td>Contact number for the author of the advance care planning document</td> <td>tel:0400000000</td> </tr> <tr> <td>Attached PDF</td> <td>Attachment</td> </tr> </tbody> </table>	Field	Value	Date advance care planning document was written	16 Jan 2020	Author of the advance care planning document	Test name	Contact number for the author of the advance care planning document	tel:0400000000	Attached PDF	Attachment								
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<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

