

Viewing Clinical Documents in My Health Record

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).

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:

On the patient's **Health Record Overview** page click on the **Clinical Records** tab then select the relevant document type.

HARDING, FRANK
DOB: 04-Oct-1949 (71 Years) Sex: Male

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

Diagnostic Imaging Reports 24
Discharge Summary 722
e-Referral 104
Event Summary 65
Pathology Reports 50
Pharmacist Shared Medicines List 2
Shared Health Summary 31
Specialist Letter 45

STEP 3:

A list of the documents available will appear. This list can be **sorted by** date, author name or healthcare organisation. You can also apply a **filter** for a specific date range. Click to open and view the document.

Discharge Summary

EVENT DATE From To Filter

EVENT DATE	DOCUMENT TYPE	AUTHOR NAME	ORGANISATION
07-Sep-2020	Discharge Summary	Smith(Sir)	MEDTESTORGS8120 Hospitals (except Psychiatric Hospitals)
23-Mar-2020	Discharge Summary	Smith, Fitun(Dr)	Test Health Service 696 Hospitals (except Psychiatric Hospitals)
23-Mar-2020	Discharge Summary	Smith, Fitun(Dr) Surgeon (General)	Test Health Service 696 Hospitals (except Psychiatric Hospitals)

Viewing Clinical Documents in My Health Record continued

STEP 4 (OPTIONAL):


Alternatively, from the **Health Record Overview** page, you can scroll down and view documents that have been uploaded to the record since the last shared health summary.

To view a document, click on the relevant link to open.

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 <small>(Clinical Synopsis Available)</small>	MARIE STIMSON, Not Available, Test Health Service 1005
02-Jul-2021	Event Summary	MARIE STIMSON, Not Available, Test Health Service 1005
02-Jul-2021	Event Summary	MARIE STIMSON, Not Available, Test Health Service 1005

STEP 5:

To save a document select **Print**, select **Save as PDF** (or equivalent) as the printer and click **Save**. Save the PDF to a secure location in your local system.

Discharge Summary

[Back](#) [Print](#) [Show History](#)

Discharge Summary
7 Sep 2020
Mr Frank **HARDING** DoB 7-Sep-1963 (57y*) SEX Male IHI 8003 6086 6670 1594

START OF DOCUMENT

Good Hospital

Author Smith (Surgeon (General))
Phone 0345754566
Discharge To Administrative Discharge

Health Profile

This section contains the following subsections: Adverse Reactions and Alerts.

[Adverse Reactions](#) (Health Profile > Adverse Reactions)

No Adverse Reactions are supplied

Event

This section contains the following subsections: Clinical Summary, Problems/Diagnoses This Visit, Procedures and Diagnostic Investigations.

[Clinical Synopsis](#) (Event > Clinical Synopsis)

Clinical Summary

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

