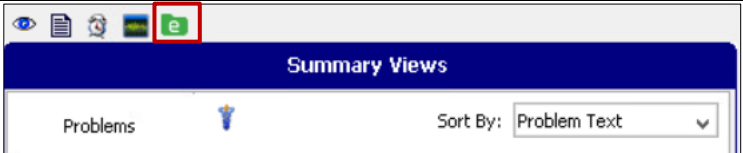
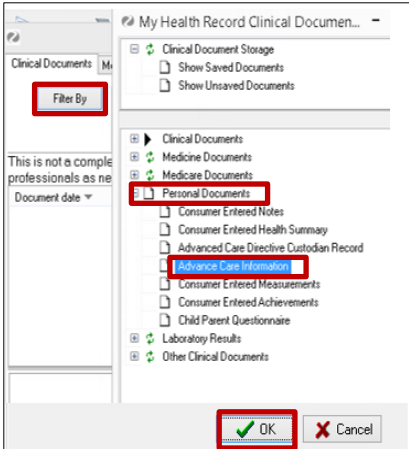
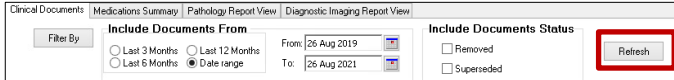
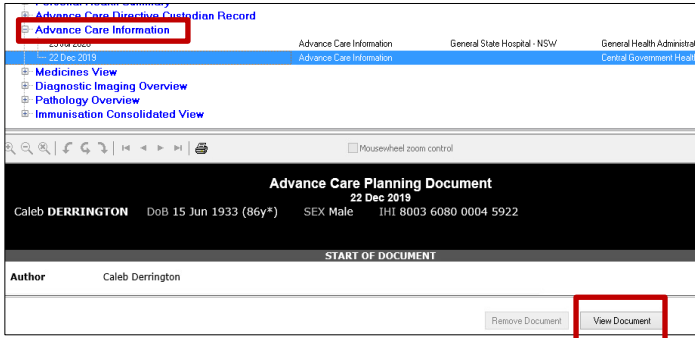


# Accessing Advance Care Planning Information

*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*

<p><b>STEP 1:</b></p> <p>To access the patient's My Health Record, select the green 'e' My Health Record folder icon above the <b>Summary Views</b> panel.</p>	
<p><b>STEP 2:</b></p> <p>The <b>My Health Record Documents</b> screen will display with the <b>Clinical Documents tab</b> selected by default. Click the <b>Filter by</b> button to show the list of documents in the patient's My Health Record.</p>	
<p><b>STEP 3:</b></p> <p>Click on the plus symbol to expand the <b>Personal Documents</b> list, then select <b>Advance Care Information</b> and click <b>OK</b>. Click <b>Refresh</b> to update your search (subject to any date filters you have also set).</p>	
<p><b>STEP 4:</b></p> <p>Click the plus symbol to expand the <b>Advance Care Information</b> documents within the list. Next, click on the document you would like to open. This will display the document in the bottom half of the screen. Click on <b>View Document</b> to expand to the full view.</p>	

**STEP 5:**

An **Advance Care Plan/ Directive** will display information related to a person's wishes for future medical treatment. It may also include the details of a custodian they have nominated to share this information with. Click on the hyperlink to view the document.

Advance Care Planning Document	
22 Dec 2019	
Caleb DERRINGTON DoB 15 Jun 1933 (86y*) SEX Male IHI 8003 6080 0004 5922	
START OF DOCUMENT	
<b>Author</b>	Caleb Derrington
<b>Advance Care Information Section</b>	
<i>Related Document Information</i>	
<b>Document details</b>	<b>Value</b>
Document Target	<a href="#">NSW Advance Care Directive</a>
<i>Document Provenance</i>	
<b>Document details</b>	<b>Value</b>
Document Type	Advance Care Plan/Directive - Overall Plan of Care/Advance Care Directives
Author Person Name	Caleb DERRINGTON
<b>Administrative Observations</b>	
This section contains no entries.	

**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)

