

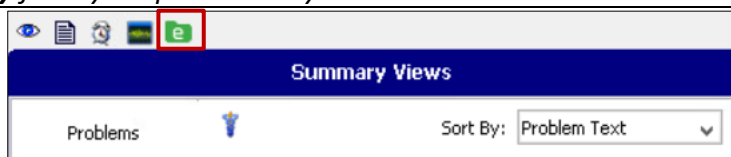
Removing and Superseding Uploaded Documents

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.

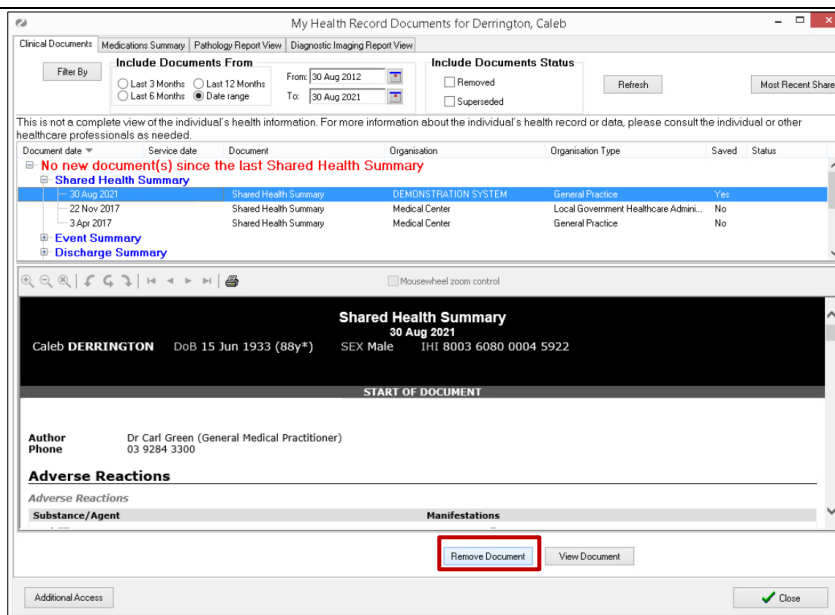
STEP 1:

To access the patient's My Health Record, select the green 'e' My Health Record icon above Summary Views panel.



STEP 2:

The **My Health Record Documents** screen will appear with the **Clinical Documents** tab displayed by default. This shows the list of recent documents in the patient's My Health Record.

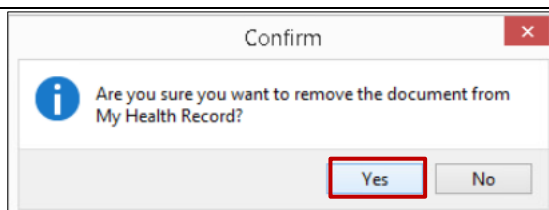


STEP 3:

Select the document to be removed, noting the document type and date. Once selected, click **Remove Document** from the menu options below.

STEP 4:

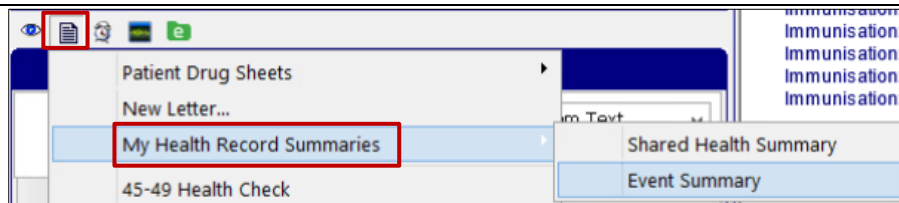
Confirm you want to remove the document from the patient's My Health Record by selecting **Yes**. The document list will update and the removed document will no longer appear in the list.



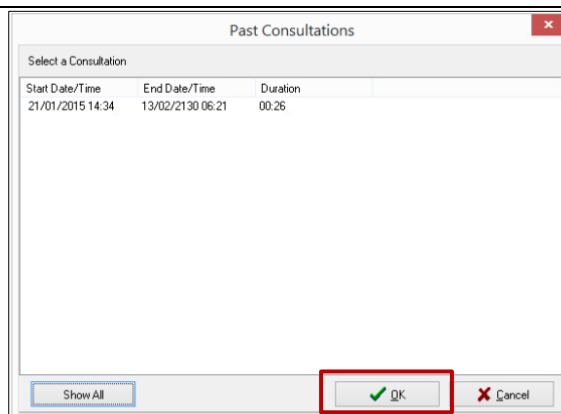
*An **Event Summary** can be **superseded** by a new version that replaces the original. You can only supersede documents that you have authored.
A **Shared Health Summary** cannot be superseded, it must be removed and a new document uploaded, if appropriate.*

*To **supersede an Event Summary** follow these steps:*

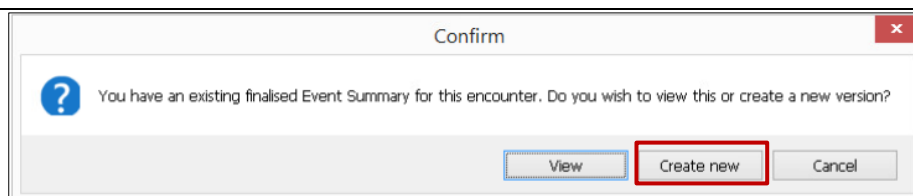
STEP 5:
Begin by creating a new Event Summary to replace the existing document. Click the **Quick Documents** icon. A drop-down list appears. Select **My Health Record Summaries**, then **Event Summary**.



STEP 6:
A **Past Consultations** box will appear. Select the existing consultation and click **OK**.



STEP 7:
Confirm that you would like to create a new Event Summary by clicking **Create New**.



Removing and Superseding Uploaded Documents continued

STEP 8:

Create a new Event Summary and click **Next (Preview)**.

The screenshot shows the 'Event Summary' form with the following sections:

- Patient Details:** Name: Derrington, Caleb; DOB: 15/06/1933; Sex: Male; Address: 4 Old Tenterfield Road, PADDYS FLAT, 2469.
- Referrer / Document Author:** Doctor Name: Green, Dr Carl (G); Clinic Name: DEMONSTRATION SYSTEM.
- Event Details:** Includes buttons for 'Add Encounter Dates' and 'Add Reason For Visit'.
- Newly Identified Adverse Reactions:** Includes a table with columns for Agent, Reaction Description, and Date Range.
- Medication:** Includes a table with columns for Medication, Dosage, Clinical Indication, Comments, Change Type, and Recommendation.
- Medical History:** Includes sections for 'Problem/Diagnosis' and 'Procedure'.
- Buttons:** 'Save Draft', 'Next (Preview)', and 'Cancel' are visible at the bottom.

STEP 9:

Once reviewed, click **Confirm Content and Upload**. The document will be uploaded to the patient's My Health Record, to replace the existing Event Summary.

The screenshot shows the 'Event Summary' preview screen with the following sections:

- Event Summary:** Caleb DERRINGTON; DoB 15 Jun 1933 (81y*); SEX Male; IHI 8003 6080 0004 5922.
- START OF DOCUMENT:** Author: Dr Carl Green (General Medical Practitioner); Phone: 03 9284 3300; Encounter Period: 21 Jan 2015 14:34+1100 to 21 Jan 2015 15:00+1100.
- ADMINISTRATIVE DETAILS:** Patient information (Name, Sex, Indigenous Status, Date of Birth, IHI, Entitlements, Home Address, Phone) and Author information (Name, Organisation, Work Place, Phone).
- Clinical Document Details:** Document Type: Event Summary; Creation Date/Time: 31 Aug 2021 07:53+1000; Date/Time Attested: 31 Aug 2021 07:53+1000; Document ID: eee4c6c4-03af-4cb3-b863-316f05bd8bf9; Document Set ID: 294894af-22f4-4edc-8eb9-45c5a2a03961; Document Version: 2; Completion Code: Final.
- END OF DOCUMENT:** Actions: Back, Confirm Content Without Upload, Confirm Content and Upload (highlighted), Close.

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