

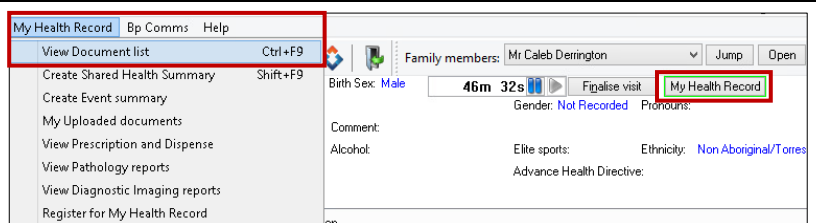
# Viewing Clinical Documents in My Health Record

*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*

## STEP 1:

To gain access to the patient's My Health Record, either:

- Select **My Health Record** tab, then **View Document List** from the drop-down menu; or
- Click on the **My Health Record** button.

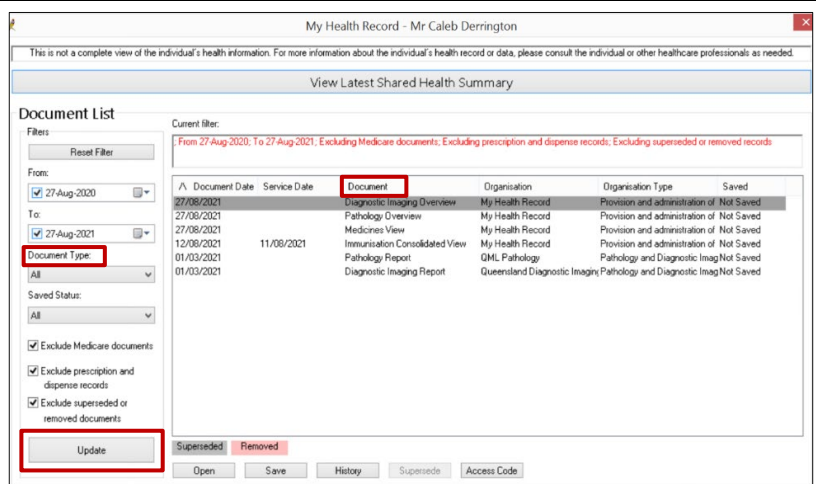


## STEP 2:

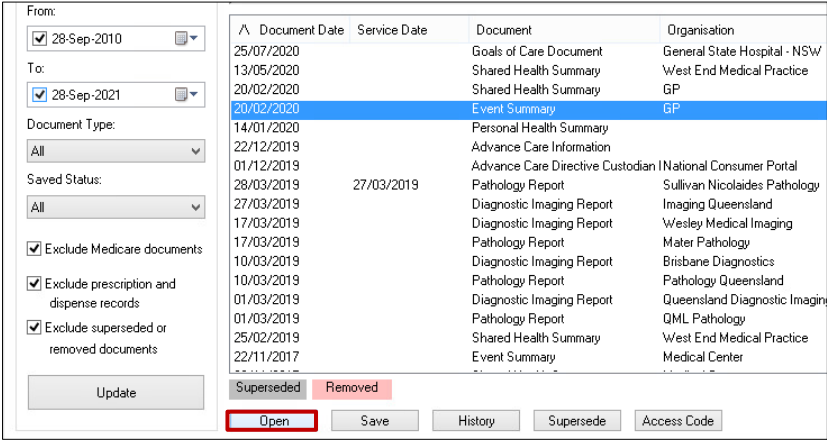
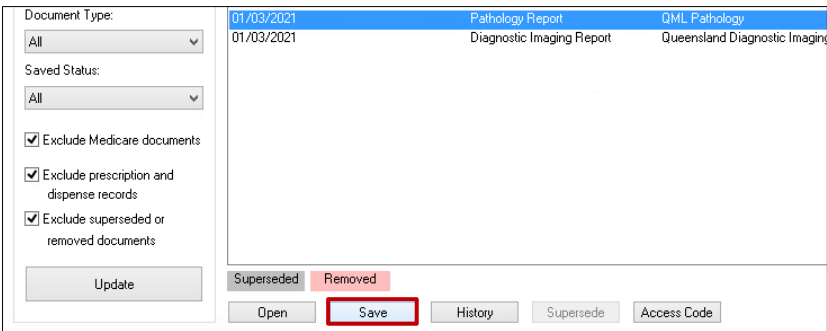
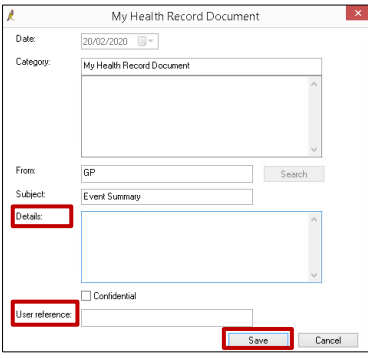
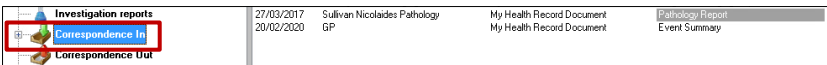
The document list window will appear, displaying documents in the patient's My Health Record (subject to any search filters which are set).

You may click on the column heading to sort documents in your preferred order. For example, clicking on the **Document** heading will sort documents in alphabetical order.

You can also filter by **Document Type** on the left-hand side of the window. Click **Update** to apply any filters. Some documents may be **excluded** if the relevant checkboxes are ticked.



## Viewing Clinical Documents in My Health Record continued

<p><b>STEP 3:</b> To <b>view</b> a particular document:</p> <ul style="list-style-type: none"> <li>Highlight the document and double click; or</li> <li>Highlight and click <b>Open</b> in the bottom left corner.</li> </ul>	
<p><b>STEP 4:</b> To save a document to the patient's local medical record, highlight the document and select <b>Save</b>.</p>	
<p><b>STEP 5:</b> A pop-up box will appear for you to add <b>Details</b> and a <b>User reference</b> for the selected file as preferred, then select <b>Save</b>.</p> <p>The <b>Saved</b> column in the document list will indicate which documents have been saved in the local medical record.</p>	
<p><b>STEP 6:</b> The document will be saved in the <b>Correspondence In</b> section of the patient local medical record.</p>	
<p><b>Useful links</b></p> <ul style="list-style-type: none"> <li>How and when to view a My Health Record: <a href="https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record">https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record</a></li> <li>For upcoming training opportunities, visit Events and Webinars: <a href="https://www.digitalhealth.gov.au/newsroom/events-and-webinars">https://www.digitalhealth.gov.au/newsroom/events-and-webinars</a></li> </ul>	

For assistance contact the My Health Record helpline on **1800 723 471** or email [help@digitalhealth.gov.au](mailto:help@digitalhealth.gov.au)