



# Searching, Viewing and Saving MHR Clinical Documents

## Note:

These steps assume that your software is connected to the My Health Record system, the patient's Individual Healthcare Identifier (IHI) has been validated in your system, and the patient has a My Health Record.

1. Select the **Green 'e' File** icon to gain access to the patient's My Health Record.

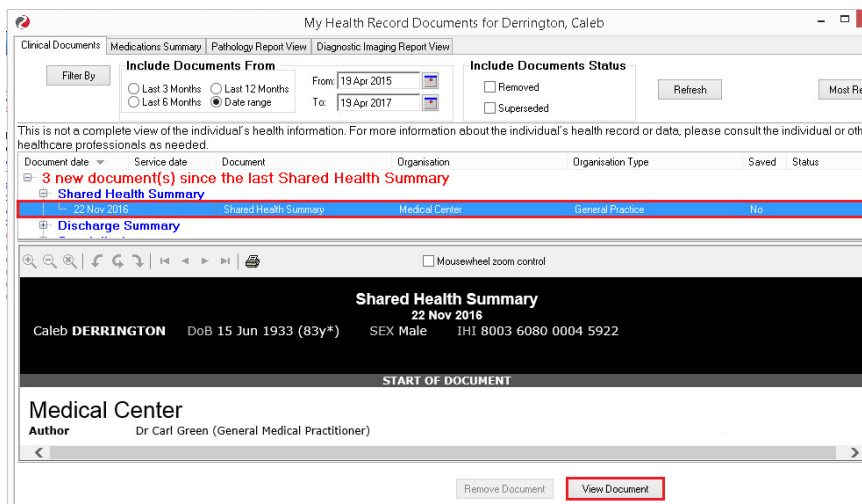
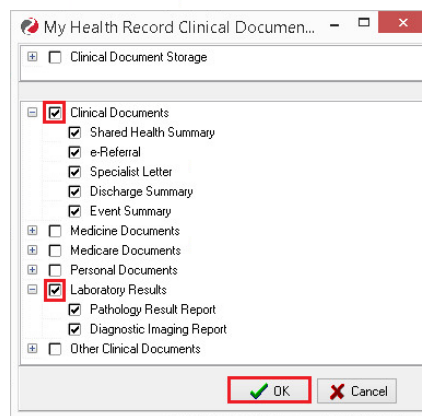
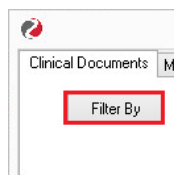
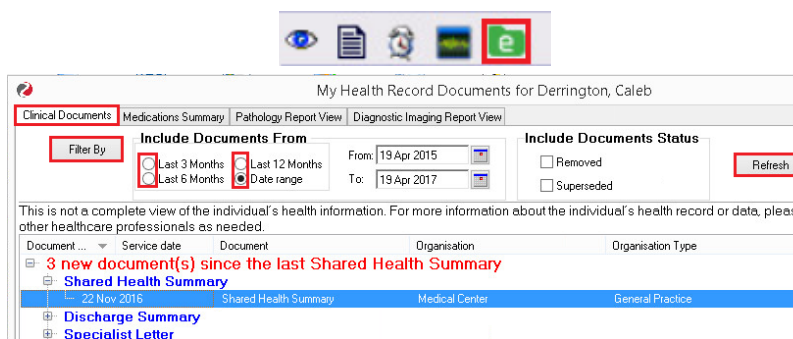
The **My Health Record Documents** screen will appear. The **Clinical Documents** tab shows the list of documents in the patient's My Health Record (subject to any filters which are set).

You can filter the list by document type by selecting the **Filter By** button, and by date range by specifying date parameters. If you have set filters, select **Refresh** to apply them.

You can also view consolidated information by type by selecting the **Medications Summary**, **Pathology Report View**, and **Diagnostic Imaging Report View** tabs.

2. To open/view a document, double-click on it. Alternatively, highlight the document and select **View Document** (bottom-right corner).

When a document is highlighted, a preview will appear below the list.





- To save the document to the patient's local medical record, select **Save Document** (bottom-left corner).

**Shared Health Summary**  
22 Nov 2016  
Caleb DERRINGTON DoB 15 Jun 1933 (83y+) SEX Male IHI 8003 6080 0004 5922

**START OF DOCUMENT**

**Medical Center**  
Author: Dr Carl Green (General Medical Practitioner)  
Phone: (08) 6212 6900

**Adverse Reactions**

Substance/Agent	Manifestations
Penicillins (Allergy)	• Urticaria

**Medications**

Medication	Directions	Clinical Indication
Crestor; coated tablet; 20 mg	one tablet daily. Duration: 360 days.	Hyperlipidaemia

**Medical History**  
• No Procedures are supplied

Item	Date	Comment
Depression	12 Dec 2013 ->	
Hyperlipidaemia	25 Mar 2013 ->	
Disease;ischaemic heart	25 Mar 2013 ->	
Disease;Parkinsons	12 May 2012 ->	
Cataract	10 Oct 2010 ->	bilateral
Loss (of);memory	17 Mar 2009 ->	mild short term
Osteoporosis	27 Feb 2009 ->	
Hypertension	15 Oct 2008 ->	

**Immunisations - Administered Immunisations**

Vaccina:  Photo:

Actions:

- A pop-up will appear confirming that the document has been successfully saved. Select **OK**.

Information

Document saved.

The document will save to the patient's local medical record in the **Incoming Documents** tab.

**Summary Views**

Problems	Referrals	Results	Immunisations	Allergies
Images/ECG	Documents	Attachments	Measurements	
Medications	<b>Incoming Documents</b>			
Sort By: <input type="text" value="Date"/>				
Downloaded from My Health Record				
03/04/2017 Shared Health Summary, . 22/11/2016				

#### Useful Links

- My Health Record Registration Overview  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview>
- My Health Record Clinical Documents – What they are, who can create them, and when to create them  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record>
- Clinical Software Simulators  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-simulators-and-demonstrations>

or assistance contact the Help line on  
selection option  
[www.digitalhealth.gov.au](http://www.digitalhealth.gov.au)