

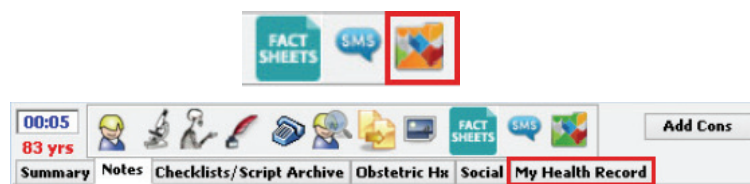


# Searching, Viewing and Saving MHR Clinical Documents

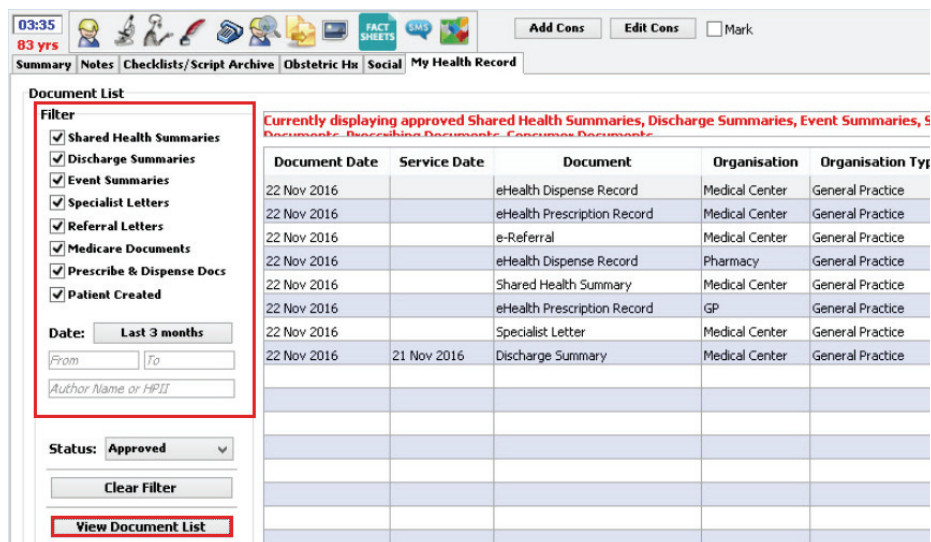
## Note:

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 **My Health Record** icon to gain access to the patient's My Health Record, then select the **My Health Record** tab.

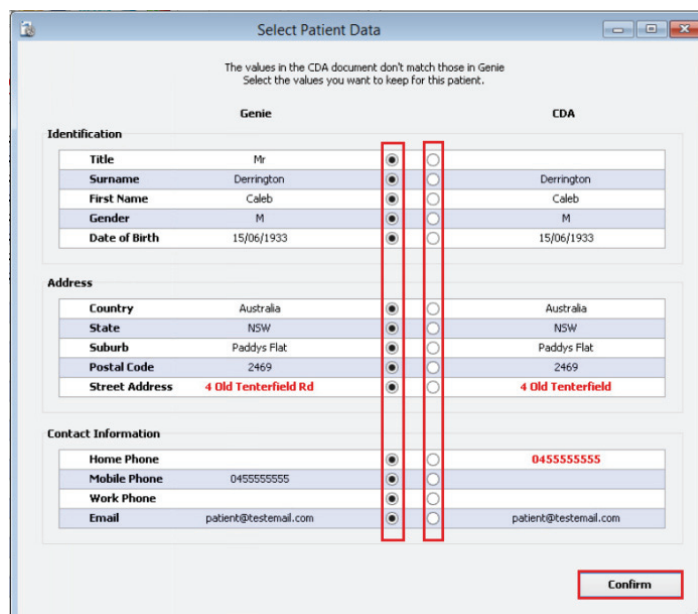


2. The **Document List** will appear. You can filter the list by document type, date range, and author name and HPI-I. If you select a filter(s), select **View Document List** to apply them.



3. To open/view a particular document, **double-click** on it.

When opening a document, the **Select Patient Data** box may appear comparing the patient's demographic information in their local medical record to that in the My Health Record document. Select the information you wish to retain/update, then select **Confirm** (right-bottom corner).





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

5. Enter a name for the document, then select **OK**.

6. The document will be saved to the patient's local medical record in the **Notes** tab.

**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>

For assistance, contact the Help line on  
1800 723 471 (select option 2)  
[www.myhealthrecord.gov.au](http://www.myhealthrecord.gov.au)