



# 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 **MyHealthRecord** tab to gain access to the patient's My Health Record.



The **My Health Record View** tab will appear listing the clinical documents in the patient's My Health Record (subject to any search filters which are set).

Document Date	Service Date	Document	Organisation	Organisation Type	Author	Size	Saved In MD
21-Mar-2017	21-Mar-2017	Shared Health Summary	Communicare	General Practice	BROWN, EMMA	7.8 KB	Not Saved
17-Mar-2017	17-Mar-2017	Shared Health Summary	Communicare	General Practice	Lang, Phillip	11.9 KB	Saved
29-Aug-2016	29-Aug-2016	Event Summary	Communicare	General Practice	Brown, Emma	5.4 KB	Not Saved
16-Aug-2016	16-Aug-2016	Event Summary	MEDTESTORGSB115	Retail Pharmacy	WILLSON, ANNABELL	5.5 KB	Not Saved
12-Aug-2016	12-Aug-2016	Event Summary	MEDTESTORGSB115	Retail Pharmacy	WILLSON, ANNABELL	5.5 KB	Not Saved

**Shared Health Summary | 21 Mar 2017 | CALEB DERRINGTON | DoB 15 Jun 1933 (84y) | SEX Male | IHI 8003 6080 0004 5922**

**START OF DOCUMENT**

**Lisa's Surgery**  
 Author: EMMA BROWN (Gastroenterologist)  
 Phone: 02 9690 8666

**Adverse Reactions**

Substance/Agent	Manifestations
Penicillins	• Urticaria - Moderate
	• Bee stings

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

2. You can filter what documents appear in the **My Health Record View** tab and what information appears in the neighbouring **View** tabs.

To apply a filter in the **My Health Record View** tab, select the **Funnel** icon for that filter and the search parameters, then select **OK**.

In this example, the **Date Range** has been set as **In Last Month** and the **Document** as **Pathology Report**.

**Date Range**

- (Blank)
- Today
- Yesterday
- Since Yesterday
- In Last Week
- In Last 2 Weeks
- In Last Month**
- In Last 3 Months
- In Last 6 Months
- In Last Year
- In Last 2 Years
- (Custom)

Custom Dates:  
 Start Date: 3/04/2017  
 End Date: 3/04/2017

Remove Filter  
 OK Cancel

**Document**

Enter Search Text

Starts With Contains

Select Items to Filter By

- Diagnostic Imaging Report
- Discharge Summary
- e-Referral
- Pathology Report**
- Shared Health Summary
- Specialist Letter
- Dispense Record
- Prescription Record
- Australian Childhood Immunisation Register
- Australian Organ Donor Register
- Medicare/DVA Benefits Report
- Pharmaceutical Benefits Report
- Advanced Care Directive Custodian Recor

Select All Reset Filter  
 OK Cancel



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

Document Date	Service Date	Document	Organization	Organization Type	Author	Size
27-Mar-2017	27-Mar-2017	Pathology Report	Sullivan Nicolaides Pathology	Pathology and Diagnostic Imagi...	TOUSANT, PHIL	41
17-Mar-2017	17-Mar-2017	Pathology Report	Mater Pathology	Pathology and Diagnostic Imagi...	TOUSANT, PHIL	41
10-Mar-2017	10-Mar-2017	Pathology Report	Pathology Queensland	Pathology and Diagnostic Imagi...	TOUSANT, PHIL	41

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

Pathology Report | 10 Mar 2017 | Caleb DERRINGTON | DoB 15 Jun 1933 (83y\*) | SEX Male | IHI 8003 6080 0004 5922 | MRN 20455

**Pathology Queensland**  
Author: Mr PHIL TOUSANT (Medical Laboratory Scientist)

*Pathologia Australis*

**Pathology**

Report DateTime	Report Name	Reporting Pathologist	Report Status
10 Mar 2017 19:48:00+1000	<a href="#">Pathology Report</a>	PHIL TOUSANT (Pathology Queensland)	Final results; results stored and verified. Can only be changed with a corrected result.

**Pathology Test Result** (Pathology > Pathology Test Result)

Pathology Test Result

Collection Date	Observation Date	Test Result Name	Diagnostic Service	Status
10 Mar 2017 18:48+1000	10 Mar 2017 18:48+1000	Electrolytes Urea Creatinine	Laboratory	Final results; results stored and verified. Can only be changed with a corrected result.

Buttons: Create Clinical Document, Supersede, Remove from PCEHR, **Save in MD**, Close

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

Document Download

A copy of the CDA document has been saved to the Documents tab of the patient's record in Medical Director.

**OK**

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

Date Created	Subject	Description	Comment	Date Collected	Type	Date Checked
3/04/2017	Pathology Report	Pathology Report		3/04/2017	Pathology Report	

### 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 Simulations  
<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)