

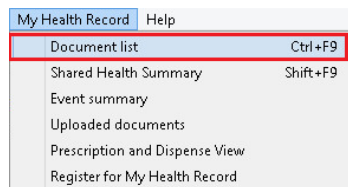


# Searching, Viewing and Saving MHR Clinical Documents

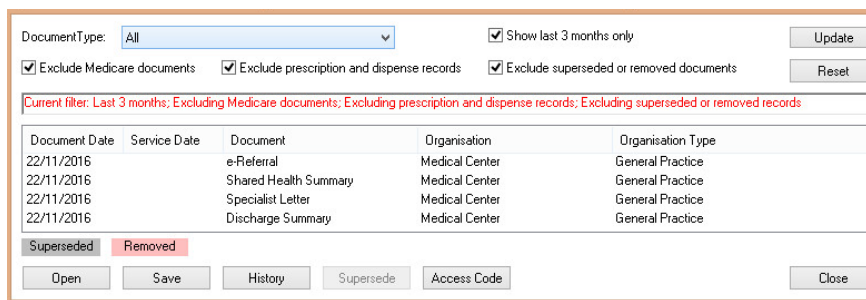
**Note:**

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. If your software has not been connected, or the patient's IHI has not been validated, visit the Australian Digital Health Agency website ([www.digitalhealth.gov.au](http://www.digitalhealth.gov.au)) for information on readying your organisation for the My Health Record system.

1. Select the **My Health Record** drop-down menu, then select **Document List**.

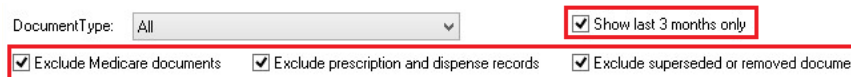
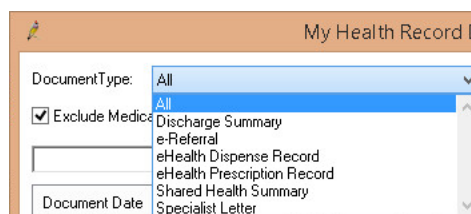


The **My Health Record Document List** will appear.

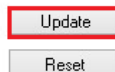


2. You can filter the list with the **Document Type** drop-down menu.

You can also include/exclude other documents by ticking/unticking the neighbouring boxes.



If you select a filter(s), select **Update**.



3. To view a particular document, **double-click** on it. Alternatively, **highlight** it and select **Open** (bottom-left corner).

