



Summary Sheet Filtering My Health Record documents

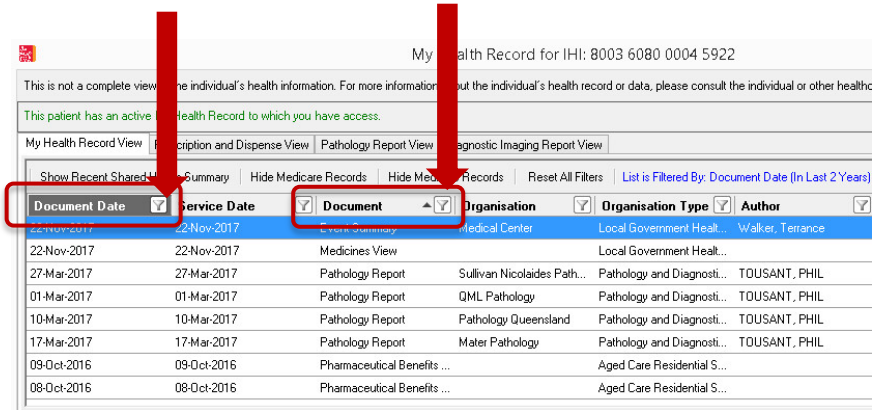
1

If your patient has a My Health Record this should be indicated in green in the demographics section of your patient record. To access **click on the My Health Record dropdown menu.**



2

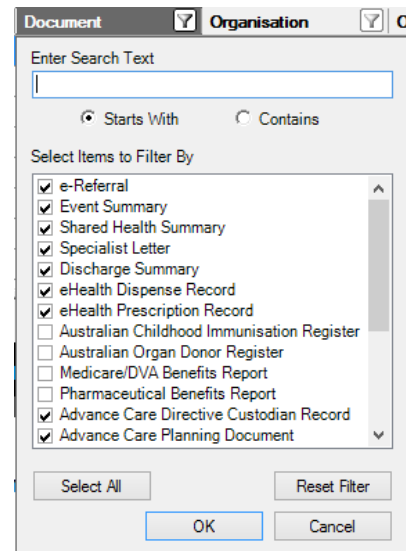
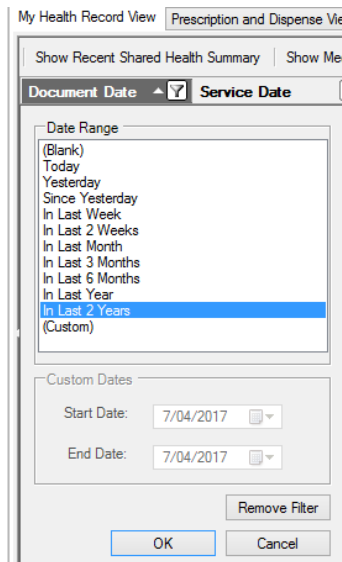
To enable faster retrieval of relevant documents you can change the filters. **Click on the filter icons**



Select your preferred view.

Default 'My Health Record View' will be set to 'In Last 3 Months'.

You can change the defaults: date range, document type, organisation etc to your preferred view. Click **OK**



3

Save your preferred default filter by **right clicking on the column heading and selecting 'save Current Filters'.**

