

My Health Record: advance care planning documents

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What is the My Health Record?

The My Health Record system is an Australian Government initiative. It is a national digital health record system, and means your important health information like allergies, medical conditions and treatments, medicine details, advance care planning documents, test or scan reports can be digitally available in one place. Healthcare providers (such as doctors, specialists or hospital staff) may be able to see your My Health Record online from anywhere at any time.

In an accident or emergency, healthcare providers connected to the My Health Record system can see your important health information to provide you with the best possible care in a timely manner. It means that you won't need to worry about having to remember and repeat your health history.

The information in your My Health Record is secure and protected by strict rules and regulations on who can see or use your My Health Record.

The My Health Record and advance care planning documents

In Queensland, advance care planning documents you may choose to complete include Advance Health Directive, Enduring Power of Attorney or Statement of Choices, or other types of documents developed by individuals about their future care). Read more information about advance care planning – www.qld.gov.au/health/support/end-of-life/advance-care-planning

The My Health Record system provides you with the ability to upload a scanned version of your advance care planning documents that have been prepared by yourself, or your representative. This provides an additional way for you to let healthcare providers know of your wishes.

You can remove your advance care planning documents from your My Health Record at any time, for example if your wishes change. If you choose, you can also manage or limit who can see your advance care planning documents using the access control mechanisms available to you in the My Health Record system.

How do I upload my advance care planning documents to My Health Record?

1. **Scan** a copy of your advance care planning document.
Note – the scanned copy of the document needs to be saved in a portable document format (PDF) file and be no larger than eight megabytes (8mb).
2. **Log** into your My Health Record – www.myhealthrecord.gov.au
3. **Click** on the **Advance Care Planning** link under Health Snapshot.
4. **Click** on the **Add an Advance Care Planning Document** button.
5. **Browse** to locate the relevant file on your device and **select** the document you want to add to your record.
6. **Enter** the date that the document was last updated.
7. **Enter** the name and contact number of the person who wrote the document – normally this would be you.
8. **Click** the **Prepare document for review and upload** button.
9. The document you selected will be displayed – **review** the document, check that it is the right way up, correct and complete.
10. **Click** the **Confirm** and **Add to my record** buttons if you are happy for the document to be added to your My Health Record.
11. **Enter** the **names and contact details** of the people you have shared the document with (your advance care document custodian/s—for example a family member, or legal representative).

Note: that you can come back and change, remove or add to these details at any time.

For more information

For more information on the My Health Record, or if you need assistance in uploading your advanced care documents and managing your My Health Record, visit www.myhealthrecord.gov.au, call the national helpline on **1800 723 471** or visit a **Medicare Service Centre**.

Read more information about advance care planning – www.qld.gov.au/health/support/end-of-life/advance-care-planning or speak to your healthcare provider.



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