

## How to upload a patient's clinical document to My Health Record

**Open the patient's record**



**Click *MyHealthRecord* menu**



**Click *Create Clinical Document***



**Select one of four options**

*(CDA e-Referral or CDA Event Summary or CDA Shared Health Summary or CDA Specialist Letter)*



**Click *OK***



*(Confirm that all medical information of the patient is accurate before uploading the document to the patient's MyHR system and discuss with the patient)*

**Click  icon**



**Click *Send***



**Click *Yes* to proceed the uploading**

*(You will receive an acknowledgement saying the document has been successfully uploaded)*

## How to view a patient's existing document from the MyHR

**Open the patient's record**



**Click *MyHealthRecord* menu**

*(Select the record and double click to view or click on "Save in MD" to save the document)*

