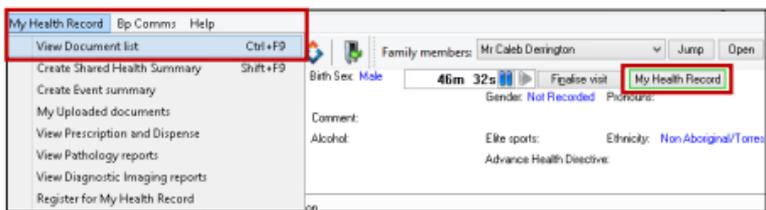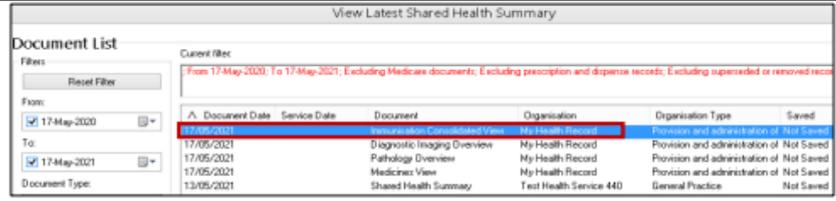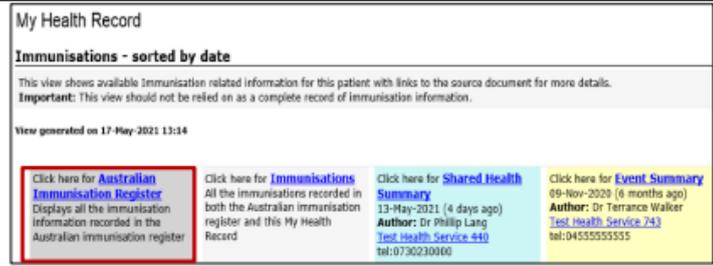# Best Practice
Accessing Immunisation Information

> **Note:** These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system.

STEP 1: To gain access to the patient's My Health Record, either: • Select **My Health Record** tab, then **View Document List** from the drop-down menu; or • Click on the **My Health Record** button.	
STEP 2: The **Immunisation Consolidated View** appears within the document list. Double-click to open and view the document.	
STEP 3: The **Immunisation Consolidated View** will display with the **Australian Immunisation Register (AIR)** tab displayed by default.	

Details of a patient's immunisation status including details of next immunisation(s) will also be displayed if recorded in AIR. The COVID-19 Immunisation Status field displays as: • 'This individual has **not** received all required COVID-19 vaccines' if someone has had only one vaccine; or • 'This individual has received all required COVID-19 vaccines.' If no COVID-19 vaccines have been received, the status isn't displayed. If there is additional information recorded in the AIR, this is displayed in a **Notices** section. This may include details about immunisation exemptions or participation in vaccine trials.	
STEP 4: Click on the **Immunisations** tab to access available immunisation information recorded in the Australian Immunisation Register and held in any shared health summaries or event summaries in a patient's My Health Record. You can click on any hyperlinks within the immunisations list to view the original source document. From this view you can also access the most recent **shared health summary** and **event summary** that contain immunisation information.	