

## Uploading an Advance Care Planning (ACP) document to Bp Premier and My Health Record

**Important to note:** An Advance Care Planning (ACP) document can only be uploaded as a PDF.

Bp Premier and My Health Record both have file size limits for uploading PDFs.

To help ensure that an ACP document has an acceptable file size before uploading:

- Scan the ACP document to Bp Premier in PDF format.
- Scan the ACP document in black and white.
- Select the recommended DPI setting for text-based documents (e.g. 300 DPI).

Before uploading an ACP document to Bp Premier, the patient must have the following recorded in their demographic details:

- Family name
- Date of birth
- Individual Health Identifier

The user logged in to Bp Premier must have 'My Health Record Access' permission set to 'Allow Access' and one of the following entered in their User Profile:

- Phone number
- Fax number
- Practice email

Uploading an ACP document to Bp Premier and My Health Record:

- From the patient's clinical record, select 'My Health Record' > 'Upload Advance Care Planning'
- Click the 'Import PDF' button
- Find the document and click 'Open'
- Complete the 'Import' details and the 'Document Author' details sections
- Click 'Preview' > check the document > 'Upload'

After uploading, a copy of the ACP document is saved to 'Correspondence In' and the action is recorded in the patient's 'Today's notes'

Uploading an ACP document from 'Correspondence In' within Bp Premier to My Health Record:

- In 'Correspondence In' locate a copy of the patient's ACP document
- Right click on the document and select 'Edit details' > update its category to 'Advance Care Planning' > 'Save'
- From the patient's clinical record, select 'My Health Record' > 'Upload Advance Care Planning'
- Select the document
- Complete the 'Import' details and the 'Document Author' details sections
- Click 'Preview' > check the document > 'Upload'

Viewing an ACP document in My Health Record:

- From the patient's clinical record, select 'My Health Record' > 'Document List'
- Set the filter 'Document Type' to 'Advance Care Planning Document'
- Click 'Update'

Deleting an ACP document from My Health Record:

- From the patient's clinical record, select 'My Health Record' > 'Uploaded documents'
- Select the document > 'Remove'