
Downloading Documents from PCEHR

1. Within the patient's record, select the PCEHR menu. You will be presented with the PCEHR window.
2. Locate and select the document you wish to download.
3. Click the Save in MD button.
 - o If the document is of type 'Shared Health Summary' or 'Event Summary' it is saved to the Documents tab of the patient record. Documents of type 'e-Referral' or 'Specialist Letter' are saved to the Letters tab.
 - o If the document already exists in the patient's record (it has already been downloaded from PCEHR), you will be notified accordingly.
 - o If the document already exists in the patient's record, but on the PCEHR system there is a newer version of it, the document will be downloaded to the patient's record, and the older version will be retained within the patient's record for historical purposes.
 - o The 'PCEHR Status' and 'PCEHR Activity Date' columns within the Documents/Letters tabs will indicate the selected document's PCEHR status, such as 'Uploaded', 'Downloaded', 'Superseded', or 'Removed'.