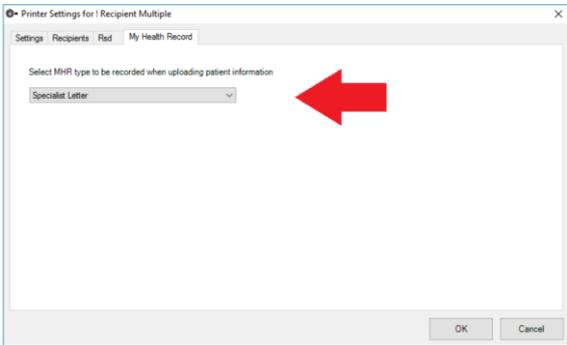
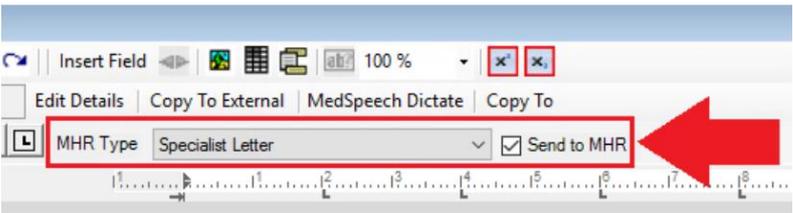
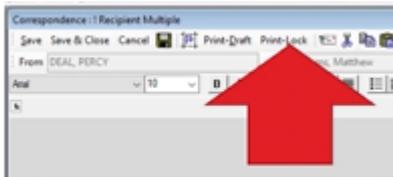
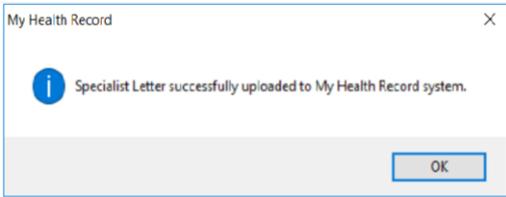
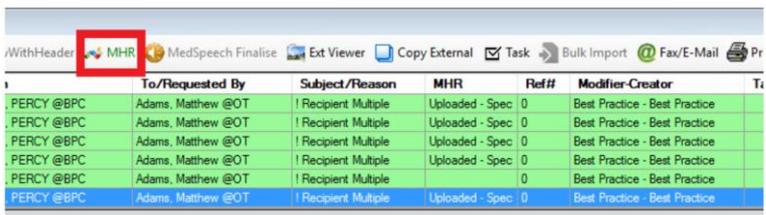
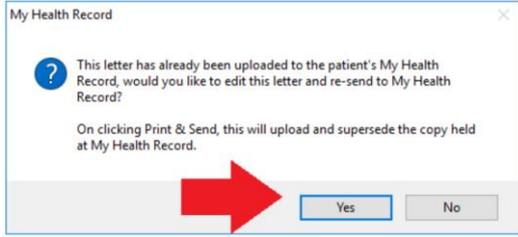
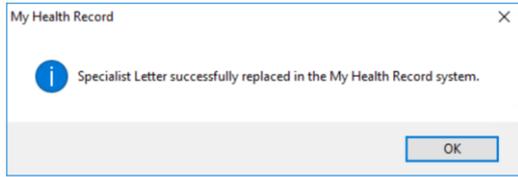
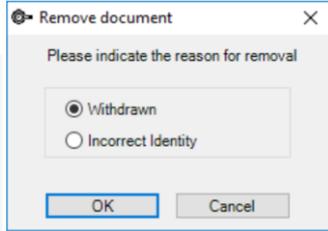


Uploading a Specialist Letter to My Health Record

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

<p>STEP 1: To set up templates to allow uploading to My Health Record, click Setup > Letter templates > Options. Click on the My Health Record tab and select Specialist Letter from the drop-down menu. Click OK to save.</p>	
<p>STEP 2: Create your letter as usual in the Correspondence screen. The Send to MHR check box in the letter will be automatically ticked.</p> <p>This can be manually unticked if you do not want this letter to be uploaded to My Health Record.</p>	
<p>STEP 3: To finish, click Print-Lock. The letter will print and be uploaded to My Health Record.</p>	
<p>STEP 4: Click OK on the confirmation message.</p>	
<p><i>If your specialist letter contains information about significant allergies, adverse reactions or medicines, it is suggested that you also upload an event summary (if available in your software) using coded data to ensure this information is reflected in the Medicines View in My Health Record. Alternatively, you could ask the referring GP to consider uploading an updated shared health summary to ensure allergy, adverse reactions or medicines information is accurate.</i></p>	

To supersede an existing letter in My Health Record																																											
<p>STEP 1: From MyComms, select the letter and click the MHR button.</p>	 <table border="1"> <thead> <tr> <th>To/Requested By</th> <th>Subject/Reason</th> <th>MHR</th> <th>Ref#</th> <th>Modifier-Creator</th> <th>Ti</th> </tr> </thead> <tbody> <tr> <td>PERCY @BPC</td> <td>Adams, Matthew @OT</td> <td>! Recipient Multiple</td> <td>Uploaded - Spec 0</td> <td>Best Practice - Best Practice</td> <td></td> </tr> <tr> <td>PERCY @BPC</td> <td>Adams, Matthew @OT</td> <td>! Recipient Multiple</td> <td>Uploaded - Spec 0</td> <td>Best Practice - Best Practice</td> <td></td> </tr> <tr> <td>PERCY @BPC</td> <td>Adams, Matthew @OT</td> <td>! Recipient Multiple</td> <td>Uploaded - Spec 0</td> <td>Best Practice - Best Practice</td> <td></td> </tr> <tr> <td>PERCY @BPC</td> <td>Adams, Matthew @OT</td> <td>! Recipient Multiple</td> <td>Uploaded - Spec 0</td> <td>Best Practice - Best Practice</td> <td></td> </tr> <tr> <td>PERCY @BPC</td> <td>Adams, Matthew @OT</td> <td>! Recipient Multiple</td> <td>Uploaded - Spec 0</td> <td>Best Practice - Best Practice</td> <td></td> </tr> <tr> <td>PERCY @BPC</td> <td>Adams, Matthew @OT</td> <td>! Recipient Multiple</td> <td>Uploaded - Spec 0</td> <td>Best Practice - Best Practice</td> <td></td> </tr> </tbody> </table>	To/Requested By	Subject/Reason	MHR	Ref#	Modifier-Creator	Ti	PERCY @BPC	Adams, Matthew @OT	! Recipient Multiple	Uploaded - Spec 0	Best Practice - Best Practice		PERCY @BPC	Adams, Matthew @OT	! Recipient Multiple	Uploaded - Spec 0	Best Practice - Best Practice		PERCY @BPC	Adams, Matthew @OT	! Recipient Multiple	Uploaded - Spec 0	Best Practice - Best Practice		PERCY @BPC	Adams, Matthew @OT	! Recipient Multiple	Uploaded - Spec 0	Best Practice - Best Practice		PERCY @BPC	Adams, Matthew @OT	! Recipient Multiple	Uploaded - Spec 0	Best Practice - Best Practice		PERCY @BPC	Adams, Matthew @OT	! Recipient Multiple	Uploaded - Spec 0	Best Practice - Best Practice	
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<p>STEP 2: Click Yes to edit and supersede the original document.</p>																																											
<p>STEP 3: Edit the letter, then select Print & Send to save and replace the letter in My Health Record. Click OK on the confirmation message.</p>																																											
To remove or delete the letter from My Health Record																																											
<p>STEP 1: From MyComms, select the letter and click Delete.</p>																																											
<p>STEP 2: Click Yes to confirm letter deletion.</p>																																											
<p>STEP 3: Select the reason for removing the letter and click OK.</p>																																											
<p>Useful links:</p> <ul style="list-style-type: none"> For further information visit https://www.digitalhealth.gov.au/healthcare-providers 																																											

For assistance contact the My Health Record helpline on **1800 723 471** or email help@digitalhealth.gov.au

