

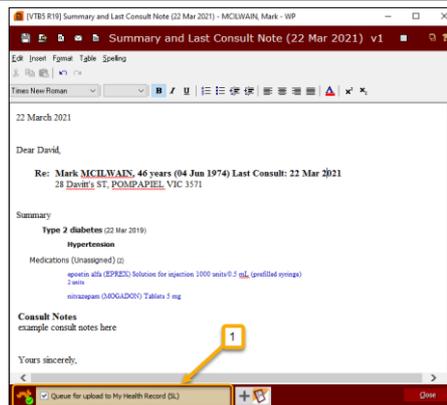
Uploading a Specialist Letter

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:

Create your letter as usual in the Express Report editor window.

The **Queue for upload to My Health Record** option will be automatically ticked. Manually untick the box if you do not want the letter to be uploaded to My Health Record.



STEP 2:

When printing/sending the letter, ensure the **Send Express Report to My Health Record** checkbox on the Print/Send Express Report window is ticked.

Click **Print/Send** to send your letter and simultaneously upload to My Health Record.

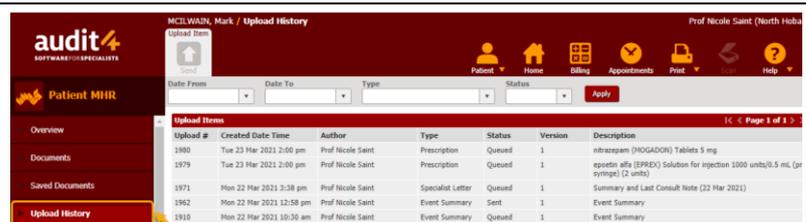


If your specialist letter contains information about significant allergies, adverse reactions or medicines, it is suggested that you also upload an event summary (if available in your software) using coded data to ensure this information is reflected in the Medicines View in My Health Record. Alternatively, you could ask the referring GP to consider uploading an updated shared health summary to ensure allergy, adverse reactions or medicines information is accurate.

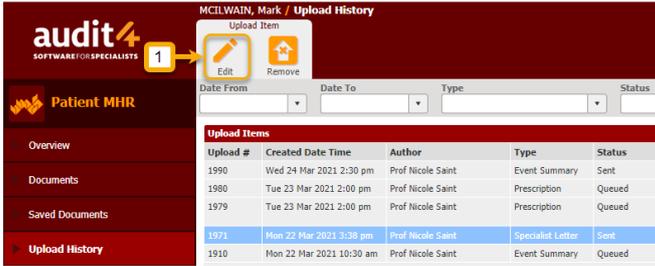
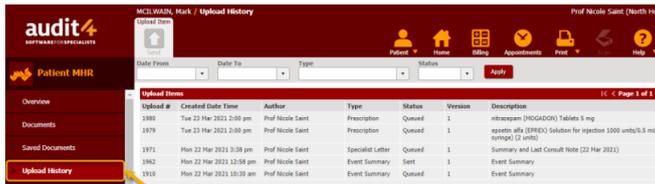
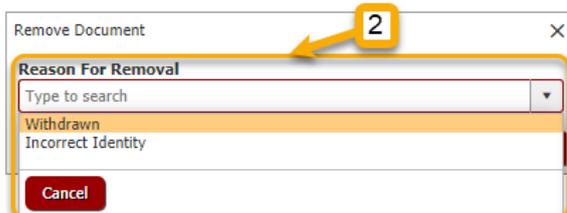
To supersede an existing letter in My Health Record

STEP 1:

Select **Upload History** from the left-hand menu to view the items that your organisation has uploaded to the patient's My Health Record.



Uploading a Specialist Letter continued

<p>STEP 2:</p> <p>Select the letter to be updated and click the Edit button. Make changes to the letter as needed.</p>	
<p>STEP 3:</p> <p>Ensure the Send Express Report to My Health Record checkbox on the Print/Send Express Report window is ticked. Then click Print/Send to send your letter and simultaneously upload it to My Health Record and supersede the previous version of the letter.</p>	
<p>To remove or delete the letter from My Health Record</p>	
<p>STEP 1:</p> <p>Select Upload History from the left-hand menu to view the items that your organisation has uploaded to the patient's My Health Record.</p>	
<p>STEP 2:</p> <p>Select the letter to be deleted and click the Remove button.</p>	
<p>STEP 3:</p> <p>You will receive a prompt asking you to choose the reason for removing the letter from My Health Record. Select a reason and click OK.</p>	
<p>Useful links</p> <ul style="list-style-type: none"> For upcoming training opportunities, visit Events and webinars: https://www.digitalhealth.gov.au/newsroom/events-and-webinars 	

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