

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

Automatic Uploading of Specialist Letters

STEP 1:

Create your letter as usual.

The **Send to My Health Record** option will be toggled on. Manually turn off this option if you do not want the letter to be uploaded to My Health Record.

STEP 2:

Click the **Sign** button to finalise your letter and automatically upload to My Health Record.

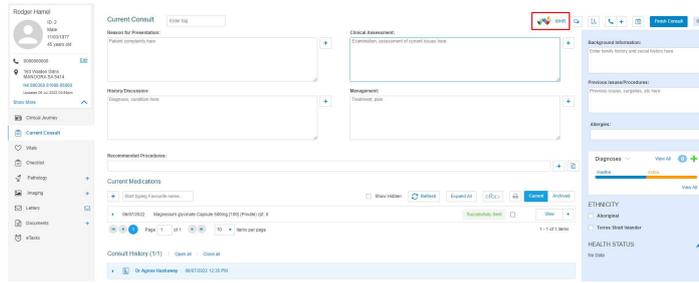
The screenshot shows a software interface for creating a specialist letter. At the top, patient information is displayed: Patient Name: Mr Will Hyde, Mobile Phone: 0000000000, Sex: Male, Account Type: Private, and Birthday: 12/04/1993 (29 years old). Below this, there are fields for TO: (Mr Will Hyde, 12/04/1993), CC: (Start typing Surname or Company name...), and Template: (Specialist Letter). A 'Search For Patients' checkbox is present. The main area is a rich text editor with a toolbar and a text area containing placeholder text for recipient details and a pre-filled letter body. At the bottom, there is a 'Send to My Health Record' toggle which is turned on, and a 'Sign' button which is highlighted with a red box. Other buttons include 'Create', 'Get PDF', 'Preview', and 'Cancel'.

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.

Manually Uploading a Specialist Letter

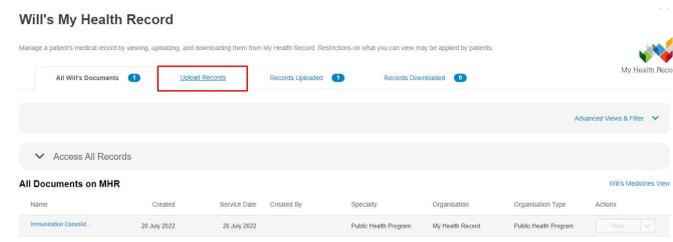
STEP 1:

Access the patient's My Health Record by clicking the **MHR** button.



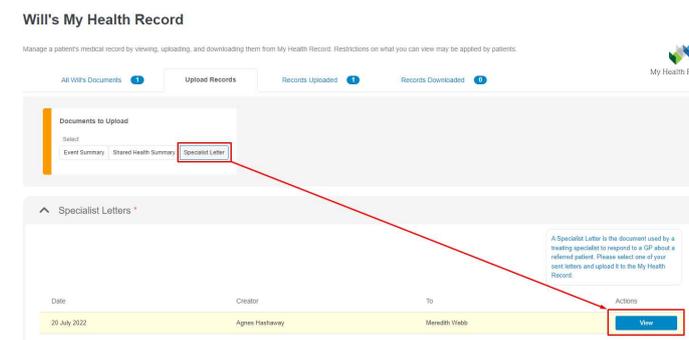
STEP 2:

Click on the **Upload Records** tab



STEP 3:

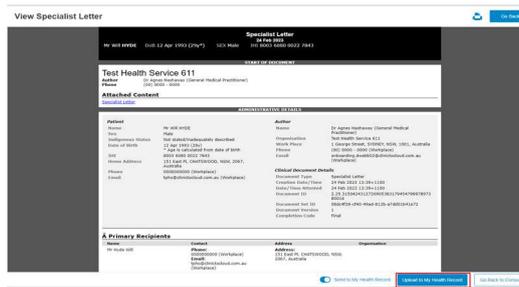
Click on the **Specialist Letter** button, then click on the **View** button, located on the right-hand side of the desired letter.



STEP 4:

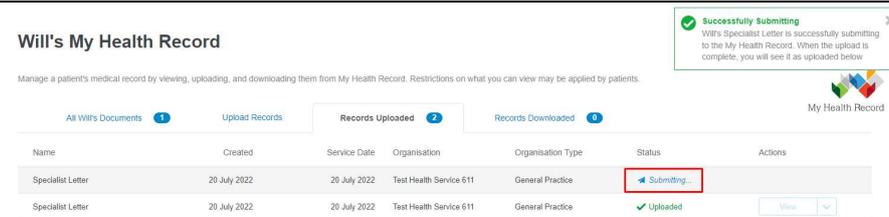
Administrative details are displayed on the screen.

Click on the **Upload to My Health Record** button.



STEP 5:

A notification is displayed indicating the specialist letter has been successfully submitted for addition to My Health Record and the record's status displays **Submitting**.



Uploading a Specialist Letter continued

Once the record has been successfully uploaded, the record's status displays a green tick and the word **Uploaded**.

To delete a letter from My Health Record

STEP 1:

Open the patient's My Health Record, then click on the **Records Uploaded** tab.

Click the **Actions** dropdown menu located on the right-hand side of the record and then click **Delete**.

Will's My Health Record

Manage a patient's medical record by viewing, uploading, and downloading them from My Health Record. Restrictions on what you can view may be applied by patients.

Name	Created	Service Date	Organisation	Organisation Type	Status	Actions
Specialist Letter	20 July 2022	20 July 2022	Test Health Service 611	General Practice	✓ Uploaded	View Print Delete
Specialist Letter	20 July 2022	20 July 2022	Test Health Service 611	General Practice	✓ Uploaded	

STEP 2:

Select a reason for deletion from the **Reason** dropdown menu, then click **Delete**.

Will's My Health Record

Manage a patient's medical record by viewing, uploading, and downloading them from My Health Record. Restrictions on what you can view may be applied by patients.

Delete

You're about to delete this document

Reason *
Patient Withdrawn

Delete Cancel

STEP 3:

A notification is displayed indicating the letter has been successfully deleted and the record is removed from the **Records Uploaded** list.

Will's My Health Record

Manage a patient's medical record by viewing, uploading, and downloading them from My Health Record. Restrictions on what you can view may be applied by patients.

Successfully Deleted
Will's Specialist Letter was successfully deleted from My Health Record

Name	Created	Service Date	Organisation	Organisation Type	Status	Actions
Specialist Letter	20 July 2022	20 July 2022	Test Health Service 611	General Practice	✓ Uploaded	View

Useful links:

- 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