

# Stop a dispense record being sent to My Health Record

*Note: These steps assume that you have an individual PRODA account, your HPI-I has been linked to your organisation's HPI-O and the patient has a My Health Record.*

## STEP 1:

On the patient dispense screen, near the top right of the **Drug or Repeat No** field, the **My HR?** indicator is set to **Yes** by default.

To change this to No, select **Alt + E** as indicated on the screen.

**Note:** If your patient does not have an advertised My Health Record or the pharmacist does not have their HPI-I linked in Fred, the indicator will be blank.

Fred Dispense Dispense Activities Reports Lists Setup Help |

Patient Name or Repeat No Ph 0745555555  
**MR CALEB DERRINGTON** 4 OLD TENTERFIELD RD., PAD  
 \$0.00

**New Script**

Script Date Script Type  
**07/09/21** ... **N** NHS

Medical Doctor Prescriber No Hos  
**WILLSON, ANNABELL** **2173711** ...

Drug or Repeat No My HR? Yes <Alt+E>  
**ALPHAMOX CAP 500MG**

## STEP 2:

The **My HR** selection will now be set to **No** and the dispense record will not be uploaded to the patient's My Health Record.

Finalise the dispensing process.

**Note:** Once a script has been finalised (dispensed), its My HR consent status cannot be changed. If you need to change the consent status you will need to delete and re-dispense the prescription.

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Drug or Repeat No My HR? No <Alt+E>  
**ALPHAMOX CAP 500MG**

### Dispense Errors and My Health Record

1. If you have made a dispense error (e.g. wrong drug or directions) that was uploaded to a patient's My Health Record, go back into the dispense record, edit the prescription as normal and finalise the dispensing encounter. The correct entry will then be re-uploaded to the patient's My Health Record.
2. If you dispensed under the wrong patient's My Health Record, you will need to delete the dispense record and re-dispense in full to the correct patient. **DO NOT use the Merge Function** in Fred for this purpose.

### Useful links

- How and when to view a My Health Record:  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record>
- 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](mailto:help@digitalhealth.gov.au)

