

Stop a dispense record being sent 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

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.

The screenshot shows the 'Fred Dispense' software interface. At the top, there is a menu bar with 'Fred Dispense', 'Dispense', 'Activities', 'Reports', 'Lists', 'Setup', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

- Patient Name or Repeat No:** MR CALEB DERRINGTON
- Ph:** 0745555555
- Address:** 4 OLD TENTERFIELD RD., PAD...
- Cost:** \$0.00
- New Script:**
 - Script Date:** 07/09/21
 - Script Type:** N NHS
 - Medical Doctor:** WILLSON, ANNABELL
 - Prescriber No:** 2173711
 - Drug or Repeat No:** ALPHAMOX CAP 500MG
 - My HR?:** Yes <Alt+E> (highlighted with a red box)

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.

This screenshot is identical to the one in Step 1, but the 'My HR?' indicator is now set to 'No' and is highlighted with a red box.

- My HR?:** No <Alt+E> (highlighted with a red box)

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

- 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

