

Uploading a Specialist Letter

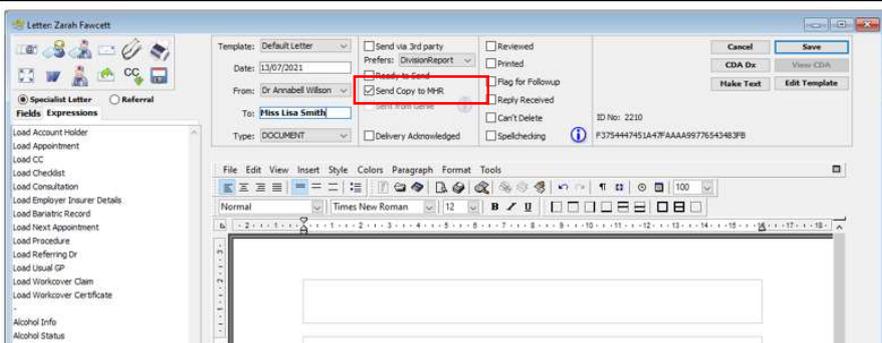
Note: These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system

For users of Genie v 9.4.1 or later, registered under the Genie Solutions contracted service provider approach.

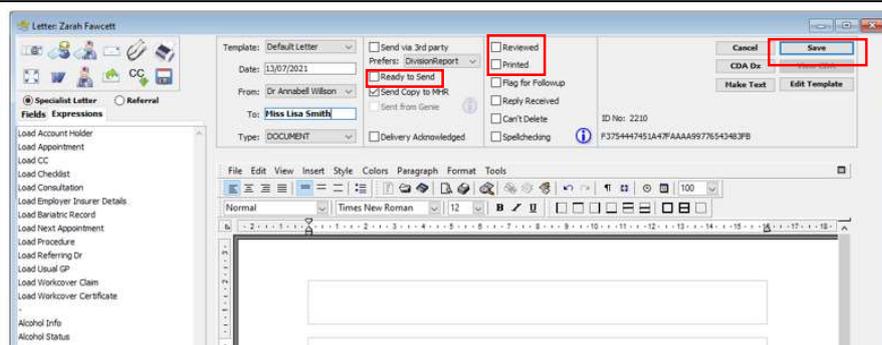
STEP 1:
In the patient's clinical file, click on the **create a referral or reply letter** icon.



STEP 2:
When creating a letter, the **Send Copy to MHR** check box will be automatically ticked. This can be manually unticked if you do not want this letter to be uploaded to My Health Record.



STEP 3:
Create your letter as usual. Once the letter has been marked as **Ready to Send**, **Reviewed** or **Printed**, when you click **save** the letter will be automatically uploaded to your patient's My Health Record.



Note: After the letter has been sent to My Health Record, the 'Send Copy to MHR' check box will change to 'Sent to MHR.'

Uploading a Specialist Letter continued

To supersede an existing letter in My Health Record

STEP 1:
Locate the letter in your patient's clinical file and **double click** to open.

Date	Title	Info	
13/07/2021	Miss Sabetha B Flamewall		Dr Annabell Willson
13/07/2021	Miss Lisa Smith	Reviewed Printed	Dr Annabell Willson
28/06/2021	Miss Sabetha B Flamewall		Dr Annabell Willson
28/06/2021	Miss Sabetha B Flamewall	Sent	Dr Annabell Willson
19/06/2021	Miss Sabetha B Flamewall	Reviewed	Dr Annabell Willson
18/06/2021	Miss Sabetha B Flamewall	Specialist Letter	Dr Annabell Willson
17/06/2021	Miss Sabetha B Flamewall	Printed	Dr Annabell Willson
17/06/2021	Miss Sabetha B Flamewall	Reviewed	Dr Annabell Willson
17/06/2021	Miss Sabetha B Flamewall	Reviewed	Dr Annabell Willson
17/06/2021	Miss Sabetha B Flamewall	Reviewed	Dr Annabell Willson
17/06/2021	Miss Sabetha B Flamewall	Reviewed	Dr Annabell Willson

STEP 2:
Make any changes to the letter as needed, then select **Save** to save and close the letter. A copy of the new letter will automatically replace the previous letter in your patient's My Health Record.

To remove or delete the letter from My Health Record

STEP 1:
Navigate to the patient's clinical file and locate the letter in the clinical contact list.

Right click on the letter and select **Remove from My Health Record**.

Date	Title	Info	
13/07/2021	Mr Cairn Indomitabile		Dr Annabell Willson
13/07/2021	Mr Cairn Indomitabile	Printed	Dr Annabell Willson
08/07/2021	Mr Cairn Indomitabile		Dr Annabell Willson
08/07/2021	Mr Cairn Indomitabile	Printed	Dr Annabell Willson
07/07/2021	Dr Ely Q BLACK	Sent as CDA	Dr Annabell Willson
07/07/2021	Dr Ely Q BLACK	Sent as CDA	Dr Annabell Willson
07/07/2021	Dr Ely Q BLACK	Sent	Dr Annabell Willson
07/07/2021	Shrapnel Removal	Byron Bay Private Hospital	Dr Victoria Brock
06/07/2021	Mr Cairn		Dr Annabell Willson
30/06/2021	Mr Cairn		Dr Annabell Willson
30/06/2021	Mr Cairn		Dr Annabell Willson
28/06/2021	Mr Cairn		Dr Annabell Willson
28/06/2021	Mr Cairn		Dr Annabell Willson
28/06/2021	Mr Cairn		Dr Annabell Willson
25/06/2021	Mr Cairn		Dr Annabell Willson
25/06/2021	Mr Cairn		Dr Annabell Willson

STEP 2:
You will receive a prompt asking you to choose the reason for removing this letter from My Health Record. Select a reason and the letter will be removed.

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