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.'	
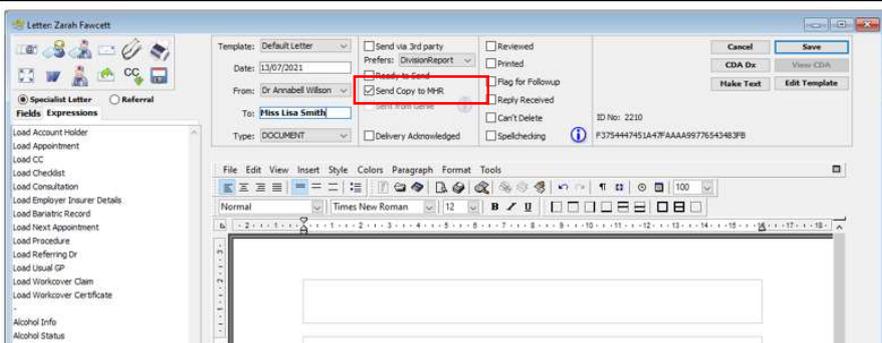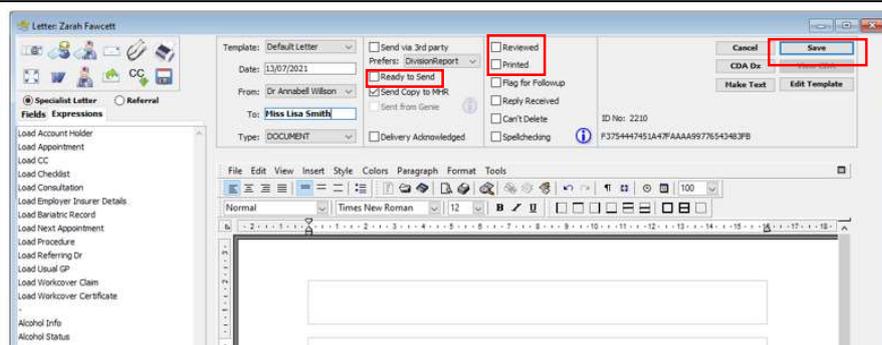
To supersede an existing letter in My Health Record	
STEP 1: Locate the letter in your patient's clinical file and **double click** to open.	
STEP 2: Make any changes to the letter as needed, then select **Save** to save and close the letter. A copy of the new letter will automatically replace the previous 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**.	
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

Australian Government
Australian Digital Health Agency

My Health Record