

# 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.*

## STEP 1:

Create your letter as usual by opening the **Create Letter** window for the selected patient.

This window includes a **Do Not Send Patient Letters to MHR** checkbox which prevents the uploading of specialist letters to My Health Record for the selected patient when ticked.

## STEP 2a:

Open the **Pending Letters** window and click the **Review + Next** button to email the letter to the referring doctor and upload the letter to My Health Record in the background.

Note: Ensure the **Dispatch on Review** checkbox is ticked.

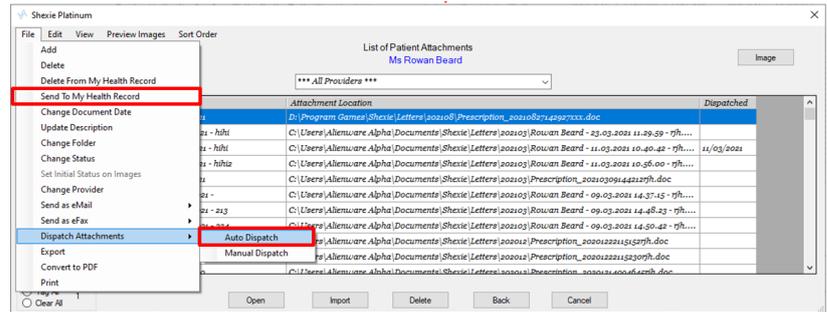
## Uploading a Specialist Letter continued

Or STEP 2b:

Open the **Attachments** window and click on the **File** menu.

Click **Dispatch Attachments** and **Auto Dispatch**. Any specialist letters marked to be dispatched will be emailed to the referring doctor and uploaded to My Health Record.

To upload a letter to My Health Record and not dispatch to anywhere else, click the **Send to My Health Record** option from the File menu.

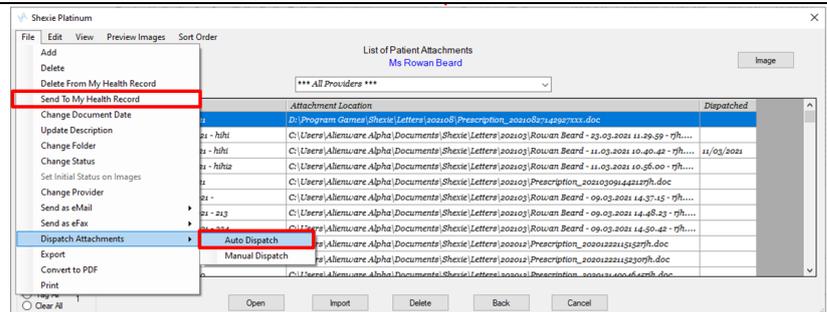


*If your specialist letter contains information about significant allergies, adverse reactions or medicines, it is suggested that you also upload an event summary (if available in your software) using coded data to ensure this information is reflected in the Medicines View in My Health Record. Alternatively, you could ask the referring GP to consider uploading an updated shared health summary to ensure allergy, adverse reactions or medicines information is accurate.*

### To supersede an existing letter in My Health Record

STEP 1:

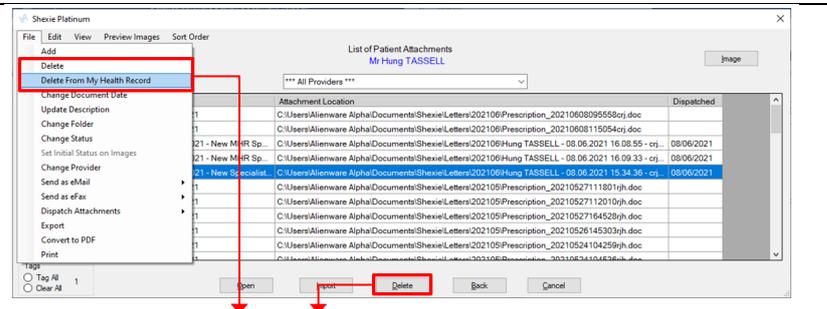
Make any changes to the letter as needed and dispatch. A copy of the new letter will automatically replace the previous letter in your patient's My Health Record.



### To remove or delete the letter from My Health Record

STEP 1:

Open the **Attachments** window and click on the **File** menu, then click on **Delete from My Health Record** option.



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### STEP 2:

Select the reason for removing this letter from My Health Record to confirm. The letter will then be deleted from your patient's My Health Record.

#### Delete From My Health Record

Please confirm that you would like to delete the following attachment from My Health Record:

C:\Users\Alienware Alpha\Documents\Shexie\Letters\202106\Hung TASSELL - 08.06.2021 16.09.33 - cjt~>>~.docx

2.25.264596890325866158635368066486283928923

Delete Document (Withdraw)

Delete Permanently (Incorrect Patient)

Cancel

### Useful links:

- Find out more: <https://www.digitalhealth.gov.au/healthcare-providers>
- 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)