Shexie Fact Sheet

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 vour letter as usual by	🕅 Shexie Platinum	×
opening the Create Letter window	Stat Rpt Grp History Selection Mr Hung TASSELL	
for the selected actiont	Template Provider NANNIE CORLE 988939BJ V	Letter To/CC Doctor
for the selected patient.	Interested Parties	Account / Rep
This window includes a Do Not	12/02/2021 (3) Selig Murray (Strathfield) 0120031F Bathurst Base Hospital	Eatient
Sond Patient Letters to MHP		Add Doctor Add Account
	Letters will be produced to the following	
checkbox which prevents the	(Addressee) Referral Doctor - Selig, Murray (Strathfield) 0120031F	Always CC Interested
uploading of specialist letters to My		Parties
Health Record for the selected		CC Only Other Parties
patient when ticked.	Letter Category ALL FOLDERS	Do Not Send Patient
	Letter Types	Letter Date
	Specialist Letter CJ Specialist Letter CJ	O Today
		08/06/2021
	Description for letter	
	Document Name Hung TASSELL - 08/06/2021 15:06:15 - crj	
	QK Back	: Egt
STEP 2a		
Open the Bending Letters window	Time Appointment Flags Billing Contact No Pi	Patient My Ref MRD FIN Highlights Comment Ref
	oBioo AM Mr Hung TASSELL AMA 50 08:30 AM Mr Hung TASSELL AMA 50 08:30 AM Mr Hung TASSELL AMA 50	034 20-01 Dr.) 034 20-01 Dr.)
and click the Review + Next button	File Edit View Frankright Skip Review + Next >	
to email the letter to the referring		Losa Balanti Candidation Asketty
doctor and upload the letter to My	Dispatched V O Gear Al Delete Cancel	Monday, 10 January 2022
Health Record in the background.	Date Attrachment Description 10/01/2022 Specialist Letter CI2 10/01/2022 - Mr Hung TASSELL 56/02/2022 Specialist Letter CI2 17/04/2021 - New Letter - Mr Joseph Bottomleu	Dr Marny Selig PO Box 640 STRATHFIELD NSW 2135
6	31/03/2021 Document.html - Mr Frank Harding 31/03/2021 Document.html - Mr Frank Harding	Dear Dr Selig, BF: Mr. How TASSELL DOB: 2680/1996
Noto: Encura tha Dianatah an	31/03/2021 Document.html - Mr Frank Harding 31/03/2021 Document.html - Mr Frank Harding	122 Shall Lane ALICE SPRINGS NT 870
	31/03/2021 Document.html - Mr Frank Harding 31/03/2021 Document.html - Mr Frank Harding 31/07/2021 Document.html - Mr Frank Hardina	Les BARTOLONE
Review checkbox is ticked.	31/03/2021 Document.html - Nr Prank Harding 31/03/2021 Document.html - Nr Prank Harding	Our pratice protects in sun-physicals before decimateday as 777
	31/03/2021 Document.html - Mr Frank Harding 31/03/2021 Document.html - Mr Frank Harding	
	st/03/2022 Document.html - Mr Prank Harding v/ov/2022 Document.html - Mr Prank Harding C	st Letter CJ2 10/01/2022 - Mr Hung TASSELL View Common Commo Common Common Comm
	III ELetters [Alarm Pending Letters] Review Complete Review Control (CAPS NUM	



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.



Uploading a Specialist Letter continued

STEP 2:	Delete From My Health Record	
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.	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 - crj~>>~.docx 2.25.264596890325866158635368066486283928923	
	Delete Document (Withdraw) Delete Permanently (Incorrect Patient) Cancel	
Useful links:		
• Find out more: <u>https://www.</u>	digitalhealth.gov.au/healthcare-providers	
 For upcoming training opport https://www.digitalhealth.go 	tunities, visit Events and webinars: w.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

