Z Dispense
Summary Sheet

Viewing Clinical Documents in 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:

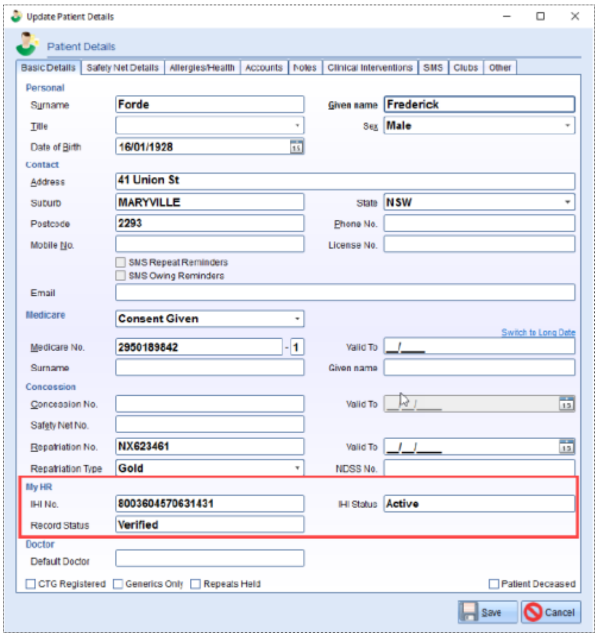
The patient's IHI should be automatically retrieved by the system using the five core demographic details: first name, surname, gender, date of birth and Medicare/DVA card.

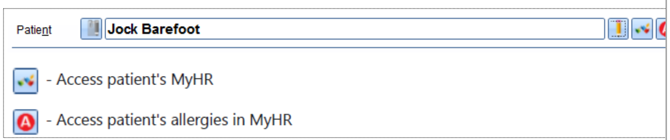
STEP 2:

The IHI number will appear in the Patient's Details (F8) under MyHR.

STEP 3:

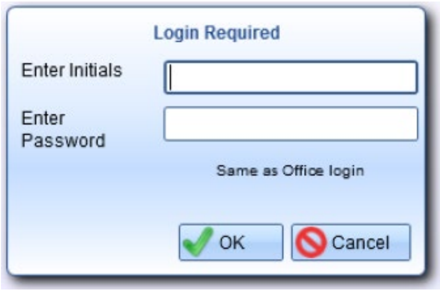
Once Z Dispense has retrieved the patient's IHI, the MyHR button should change from black and white, to colour.





STEP 4:

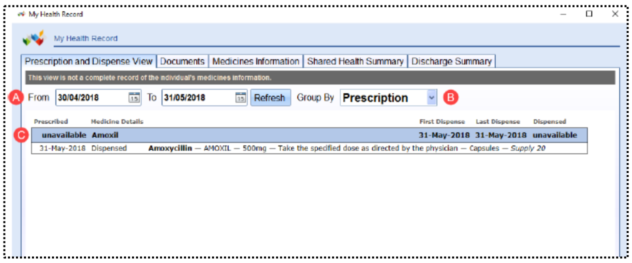
Press the MyHR button or 'F3' on the keyboard, and the Login Required prompt should appear. Enter your pharmacist's initials and if you have a password set in Office, enter this as well. If not, leave blank.

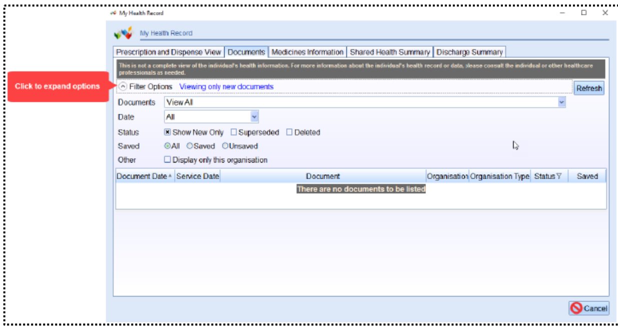
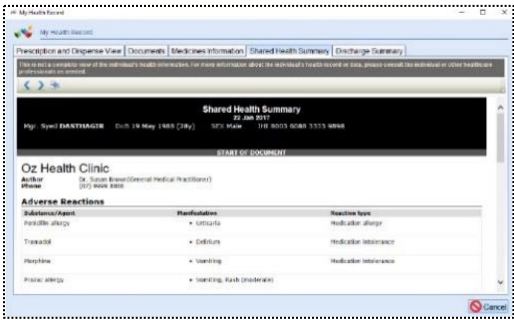
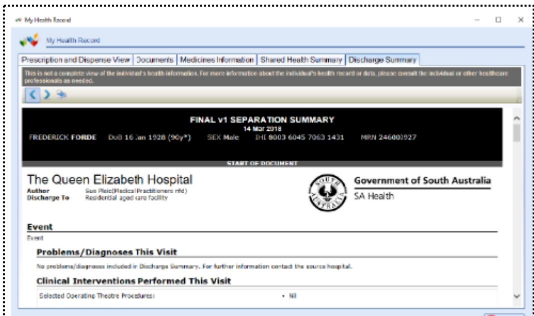


STEP 5:

Prescription and Dispense View – this is an overview of the patient's prescriptions and dispense history:

a. Date Filter – select a date range
b. Group by:
   i. Prescription (default)



ii. Generic name iii. PBS item code iv. Brand Name c. Dispense Record – click to expand medication details	
STEP 6: **Documents** – provides a list of all the documents the patient has. By default, Z Dispense will only show the newest documents that haven't been viewed yet.	
STEP 7: **Medicines Information** – can quickly sort and display medicines information held in a patient's My Health Record in date or alphabetical order.	
STEP 8: **Shared Health Summary** – includes information about a patient's medical history, such as; medical conditions, medicines, allergies and adverse reactions, immunisations.	
STEP 9: **Discharge Summary** – based on a national standard for a patient's hospital visit.	

Send/Do not send dispense records

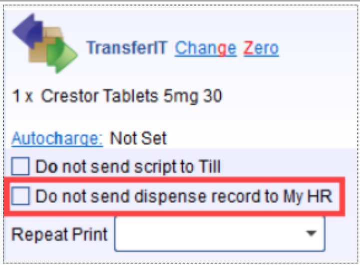
All prescriptions (unless selected not to) will be uploaded to My Health Record. This includes original and repeat prescriptions, owings, regulation 24 and S3R.

To NOT send a record to My Health Record:

a. Go to Z Dispense and dispense as usual

b. After the drug selection, click 'Do not send dispense record to MyHR' or press 'CTRL+SHIFT+F3' on the keyboard

c. Finish the script



Useful links

- For upcoming training opportunities, visit Events and Webinars: https://www.digitalhealth.gov.au/newsroom/events-and-webinars