Uploading a Specialist Letter to 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: To set up templates to allow uploading to My Health Record, click Setup > Letter templates > Options. Click on the My Health Record tab and select Specialist Letter from the drop- down menu. Click OK to save.	C Printer Stitlings for l Recipient Multiple X Stitlings Recuerts Rud My Heath Rocod Stelect MRR type to be recorded when uploading patient information Specialist Latter CK Cancel
STEP 2: Create your letter as usual in the Correspondence screen. The Send to MHR check box in the letter will be automatically ticked.	Insert Field Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist Letter Image: Specialist
This can be manually unticked if you do not want this letter to be uploaded to My Health Record.	
STEP 3: To finish, click Print-Lock . The letter will print and be uploaded to My Health Record.	Correspondence TRecipient Multiple Seve Seve & Clese Cancel Priet-Duft Priet-Lack 102
STEP 4: Click OK on the confirmation message.	My Health Record X Specialist Letter successfully uploaded to My Health Record system.
	ΟΚ
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	

ensure this information is reflected in the Medicines View in My Health Record. Alternatively, you could 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 to My Health Record continued

To supersede an existing letter in My Health Record	
STEP 1:	
From MyComms, select the letter and	WithHeader 🤜 MHR 😳 MedSpeech Finalise 🚔 Ext Viewer 🛄 Copy External 🗹 Task 🔊 Bulk Import @ Fax/E-Mail 🚭 Pr
click the MHR button.	To/Requested By Subject/Reason MHR Ref# Modifier-Creator Ta PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple 0 Best Practice - Best Practice
STEP 2: Click Yes to edit and supersede the original document.	My Health Record This letter has already been uploaded to the patient's My Health Record, would you like to edit this letter and re-send to My Health Record? On clicking Print & Send, this will upload and supersede the copy held at My Health Record. Yes No
STEP 3: Edit the letter, then select Print & Send to save and replace the letter in My Health Record.	My Health Record X Specialist Letter successfully replaced in the My Health Record system.
Click OK on the confirmation message.	OK
To remove or delete the letter from My Health Record	
STEP 1: From MyComms, select the letter and click Delete .	PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple 0 Best Practice - Best Practice PERCY @BPC Adams, Matthew @OT I Recipient Multiple Uploaded - Spec 0 Best Practice - Best Practice
STEP 2: Click Yes to confirm letter deletion.	Delete Record X Delete this record, Are you sure? (Date: 1/03/2021) Please note: this action also removes the record from the patient's My Health Record system This action also removes the parent records in the VIP database Yes No
STEP 3: Select the reason for removing the letter and click OK .	Remove document X Please indicate the reason for removal Withdrawn Incorrect Identity OK Cancel
Useful links:	
 For further information visit https://www.digitalhealth.gov.au/healthcare-providers 	

For assistance contact the My Health Record helpline on **1800 723 471 or email help@digitalhealth.gov.au**



Australian Government Australian Digital Health Agency

