Audit4 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 your letter as usual in the Express Report editor window.	(VTB Strij Sammary and Lait Consult Note (22 Mar 2021) ・MCXWARK Mark - 199 - ロ × (22 Mar 2021) v1 ● マ ×
The Queue for upload to My Health Record option will be automatically ticked. Manually untick the box if you do not want the letter to be uploaded to My Health Record.	Dear David, R: Mark MCILIWARS, 46 years (04 Jm 19°4) Last Consult: 22 Mar 2021 23 Davim ST, POARDAPEE, Vic 3571 Summy Part dabates (22 Mar 2019) Medication (Maragonal) () grant and Maragonal () Medication (Maragonal ()) grant and Maragonal () grant and Maragonal () Medication () Maragonal () Maragon
STEP 2: When printing/sending the letter, ensure the Send Express Report to My Health Record checkbox on the Print/Send Express Report window is ticked.	Print / Send Express Report. X Add Edt Grange Receptents (TD) CC Send Mode Modified Print Mode NCLLWAIN Postent
Click Print/Send to send your letter and simultaneously upload to My Health Record.	28 Davit's ST POMPAPIE. VIC 3571 Email - email address not specified Correspondence - Print Quick Print Send Express Report to Mry Health Record (SL) Printed file copies (0) Frant / Send Concel

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.

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To supersede an existing letter in ivity Health Record										
STEP 1:	audit4	Upload Item	нак у сирода насо у			. 1	-	a 😵 🕰		
Select Upload History from the left-hand menu to view the items that your organisation has uploaded to the patient's My Health Record.	Patient MHR	Send Date From	Date To	Туре	P	Status	ome Billi	ng Appointments Print V Apply	Scan Help 🔻	
	Overview	Upload Iter	ns	to the	No.	a.t.v.	Marchan	Provide Marco	< < Page 1 of 1 ≥)	
	Documents	1980 1979	Tue 23 Mar 2021 2:00 pm Tue 23 Mar 2021 2:00 pm	Prof Nicole Saint Prof Nicole Saint	Prescription Prescription	Queued	1 1	Description nitrazepam (MOGADON) Tablets 5 mg epoetin alfa (EPREX) Solution for injec	; ction 1000 units/0.5 mL (pr	
	Saved Documents	1971	Mon 22 Mar 2021 3:38 pm	Prof Nicole Saint	Specialist Letter	Queued	1	syringe) (2 units) Summary and Last Consult Note (22 Mar 2021)		
	Upload History	1962	Mon 22 Mar 2021 12:56 pm Mon 22 Mar 2021 10:30 am	Prof Nicole Saint	Event Summary	Queued	1	Event Summary		

STEP 2: Select the letter to be updated and click the Edit button. Make changes to the letter as needed.	MCILWAIN, Mark / Upload History Upload Item Overview Date To Type Status Overview Upload Item Documents 1990 Twe 2 Status Saved Documents 1990 Twe 2 3 Mar 2021 2:30 gm Port Nicole Saint Event Summary Sent Saved Documents 1971 Twe 23 Mar 2021 2:30 gm Port Nicole Saint Event Summary Sent Saved Documents 1971 Rear 2021 2:20 gm Port Nicole Saint Event Summary Gueued Saved Documents 1971 Twe 23 Mar 2021 2:30 gm Port Nicole Saint Event Summary Queued Saved Documents 1971 Roa 2021 2:00 gm Port Nicole Saint Event Summary Queued Saved Documents 1971 Port Nicole Saint Prescription Upload History 1971 Mar 2021 2:00 gm Port Nicole Saint Event Summary Queud Upload History <th colspan="</th>				
STEP 3:	Print / Send Express Report X				
Ensure the Send Express Report to My Health Record checkbox on the Print/Send Express Report window is ticked. Then click Print/Send to send your letter and simultaneously upload it to My Health Record and supersede the previous version of the letter.	Adi Edit Orugo Responsition(DOCC) Sind Intellide Image: Type Detaile Intellide Image: Type Detaile Image: Type Site Image: Type Image: Type Image: Type Image: Type Image: Type Image: Type				
To remove or delete the letter from My Health Record					
STEP 1: Select Upload History from the left-hand menu to view the items that your organisation has uploaded to the patient's My Health Record.	MCLEARLY, Left / Updat/Bibliogr Deck Same (pach-bibliogram) View Constraint (pach-bibliogram) Deck Same (pach-bibliogram) Pack Same (pach-bibliogram) Deck Same (pach-bibliogram)				
STEP 2: Select the letter to be deleted and click the Remove button.	WCILWAIN, Mark / Upload History Upload Item Upload Item Overview Documents MCILWAIN, Mark / Upload History Upload Item Upload Item Documents Documents MCILWAIN, Mark / Upload History Upload Item Upload Term Upload History Upload # Created Date Time Author Type Status 1979 Tue 23 Mar 2021 2:00 pm Prof Hicele Saint Prescription Queued				
STEP 3:	Remove Document 2 ×				
You will receive a prompt asking you to choose the reason for removing the letter from My Health Record. Select a reason and click OK .	Reason For Removal Type to search Withdrawn Incorrect Identity				
 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

Uploading a Specialist Letter Updated: August 22 Software version: 19.1.0



Australian Government Australian Digital Health Agency

