Accessing Prescription and Dispense View

Note: *These steps assume that you have an individual PRODA account, your HPI-I has been linked to your organisation's HPI-O and the patient has a My Health Record.*

STEP 1:	
Open the **National Provider Portal** and search for your patient by entering their: • Last name • Date of birth • Sex • A unique numeric identifier, either their Medicare or DVA number, or their Individual Healthcare Identifier (IHI).	

STEP 2:	
On the patient's **Health Record Overview** page, click on the **Medicine Records** tab then select **Prescription and Dispense Records**.	

STEP 3:	
The **Prescription and Dispense Records** page will appear in a collapsed view. By default, the information is grouped by prescription and sorted by date. The date range can be adjusted if required. Refresh the list by clicking **Filter**. You can also **group by** the Generic name, PBS Item Code or Brand name of the medication.	

STEP 4:	
Click on the plus symbol to expand the view for further details about the medication. Click to open and view full details of the **Prescription** or **Dispense Record.**	

STEP 5:	
At the bottom of each **Prescription or Dispense Record** in **Administrative Details** additional information is displayed about the prescriber or dispenser of the prescription. To save a document select **Print**, select **Save as PDF** (or equivalent) as the printer and click **Save**. Save the PDF to a secure location in your local system.	

Prescription and dispense records contain information about medicines prescribed and dispensed by a healthcare provider. This view can display the name of a medicine (both the brand name as well as the active ingredients), the strength of the medicine, the directions and the form of the medicine prescribed. It can also display the date a medicine has been prescribed, the date it has been dispensed, and the number of repeats available on the prescription.

Useful links
- How and when to view a My Health Record: https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record
- 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

Australian Government
Australian Digital Health Agency

My Health Record