

Upload to My Health Record

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In this article you will find steps on how to perform the following,

- Upload Prescription
- Upload Letter

Upload Prescription

New Prescription

When creating a [Prescription](#), you will now have the option (selected by default) to upload the record to My Health Record. This occurs on **printing**.

You can check if a Prescription has successfully uploaded, by viewing the *Past Prescriptions* and checking for the presence of a My Health Record Document ID.

Note: For custom Drug it must be associated with a relevant MIMS, AMT, or PBS code. If failed to upload click [here](#) to see required configuration

Prescription	
Script ID	1
Date	07/07/2022
Medical Provider	Dr Byron ONSLOW
Location	ADL
Authority No	
Phone Authority	
Previous Authority	No
Pbs	No
Rpbs	No

Cebranopadol Remove From My Health Record

Brand Substitution Not Permitted	No
Instruction	<div>Instructions here</div>
Quantity	1
Repeats	1
Authority/Restricted/Sec100 Indication	
My Health Record Document ID	2.25.16730975740500054246412654316362411202

Supersede Prescription

When replacing a document, you will now have the option to **supersede** it.

Note: When superseding a prescription record in My Health Record; the first drug added to prescription must be the supersede drug. All other drugs on prescriptions will be new Prescription drug records in my health record if user consent has been given.

You can supercede the prescription via:

Ibuprofen 200mg - Codeine phosphate hemihydrate 12.8mg Coated Tablet 200 mg/12.8 mg [30]	<button>Mims</button>	<button>Remove From My Health Record</button>	<button>Supersede</button>
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Tasks > My Health Record Uploads > Upload approval

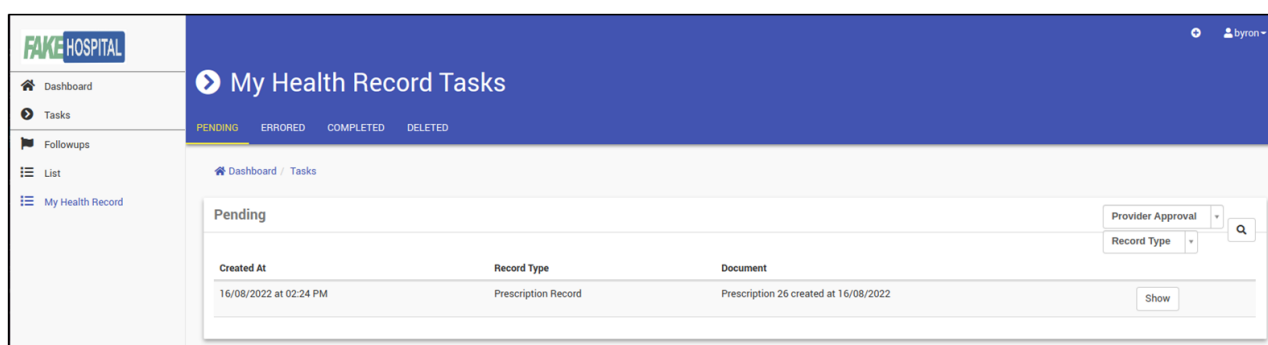
Where a prescription or letter is drafted by another member of staff on behalf of a Provider, the document must be **approved** for it to be published to My Health Record.

To access documents to approve, and review the previously approved documents, navigate to the **Tasks** menu, and visit the **My Health Record Uploads** list.

You are presented with a number of tabs:

- Pending - Requires approval by the Provider to be uploaded
- Errored - Documents in an errored state, that may require a configuration change to be uploaded
- Completed - Documents that uploaded previously
- Deleted - Documents that were uploaded, but now are no longer present.

Clicking "Show" will reveal the appropriate control:



Upload Letter

View a Patient > Correspondence > New Letter

When creating a specialist letter to another professional, you will now have the option (selected by default) to upload the record to My Health Record.

The upload occurs on **printing**.

This option will not be available if:

- The patient has not provided consent to upload to MHR
- There is an active Health Identifier Alert
- The professional contact does not have an HPI-I available. See [Manage Professional Contacts](#).

Letter

Location: Adelaide

Provider*: Dr Byron ONSLOW

Description*: Regarding XYZ

☒ Upload to My Health Record

Replace My Health Record Document ID: Select from list

Letter Text

Edit Insert View Format Table

Format B I U [List Bulleted] [List Numbered] [List Task] [List None] [List All] [List None]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Supersede Letter

In the circumstance you need to amend or re-publish a specific document, and remove a copy from the Patient's MyHealthRecord, you can choose the document to Replace as below:

Letter

Location: Adelaide

Provider*: Dr Byron ONSLOW

Description*: Regarding XYZ

☒ Upload to My Health Record

Replace My Health Record Document ID: Letter from Dr Byron ONSLOW on 05/07/2022 S2

View a Patient > Admission > Discharge Planning > New Discharge Letter

When creating a discharge letter to another professional, you will now have the option (selected by default) to upload the record to My Health Record.

The upload occurs on **printing**.

Similar to creating a new Letter, via the [Discharge Planning](#) screens; simply create a new Discharge Letter:

Supersede Discharge Letter

If required, you can replace a discharge letter with a revised edition.

Mr Brent MACKEE My Health Record

Facility: ADL MRN: 000002 CRN: Referrer: Stefan FORBES () Home: 42 Mill Pl, SANDY POINT VIC 3959

Male, aged 34 years, born on December 01, 1987, **currently admitted** to Adelaide

Edit Discharge Letter Replace Discharge Letter

Following your typical processes, choose a New Referral Discharge Letter and the appropriate templates.

New Referral Discharge Letter

Template	Description
Blank Letter	<div>Stefan FORBES (Original) New</div>