Upload to My Health Record

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

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:

**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:
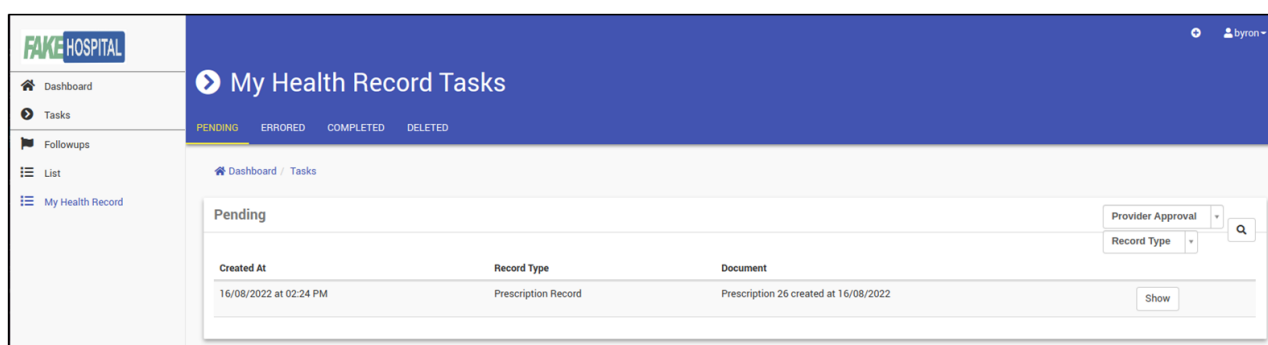
Upload Letter

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.

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:

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.

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

New Referral Discharge Letter

Template	Description		
Blank Letter		Stefan FORBES (Original) ▾	New