

My Health Record – Upload a Prescription

Practitioners can choose to upload a copy of a patient’s prescription to their **My Health Record** when they print and/or send a prescription from Audit4.

1. Prescribe the medication from the Patient’s Clinical Summary screen.
2. Initiate a Print and/or Send by clicking the **Print/Send Scripts** button either at the top of the patient summary or in the right-click menu for a queued medication.

3. Tick the My Health Record tick boxes provided to the right of each script on the **Print/Send Scripts** screen to upload a copy of the script to My Health Record.

4. Click **OK**. The script will be printed or sent electronically according to the **Script Mode** and a copy of the script will be uploaded to the patient’s **My Health Record**.

Note:

- **My Health Record** tick boxes can be ticked or unticked via defaults set for the clinician, and can then be overridden by options located in patient demographics.
- A script can only be uploaded to My Health Record when the script is also being printed or sent electronically. A script that is not selected for **Print/Send** will have their corresponding **My Health Record** tick box disabled.