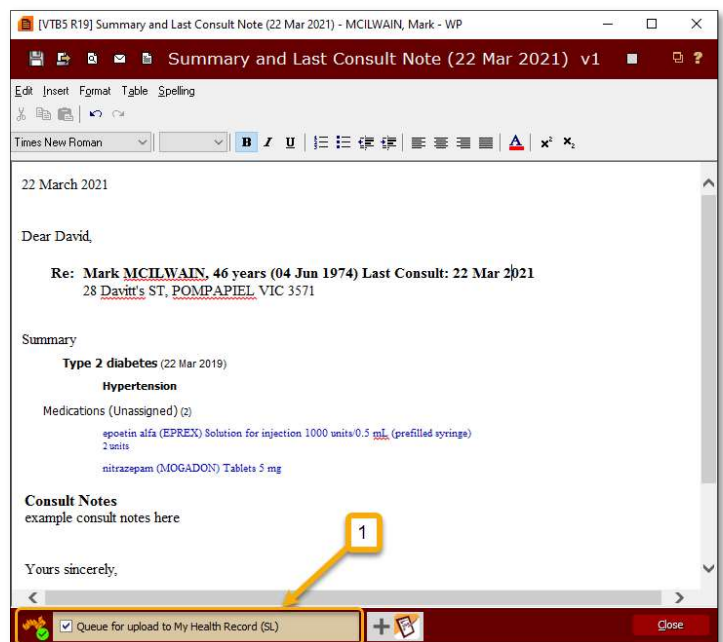


# My Health Record – Upload a Specialist Letter

Practitioners can choose to upload their letters to **My Health Record** from Audit4 at the same time that they print/send them to the recipients.

1. When desired, click **Queue for upload to My Health Record** at the bottom of the express report editor window.



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.



3. Click **Print/Send** to send your letter and simultaneously upload to My Health Record.