



Please note this summary sheet assumes your pharmacy has registered for My Health Record and that your software has been configured correctly. If unsure, contact your Pharmacy Manager or Minfos to confirm.

### Enable access to My Health Record (MHR); adding your pharmacist HPI-I into Minfos

- Under **Maintenance**, select **3. Pharmacists** then **Add or Change**. Enter/edit your pharmacist **Surname** and enter the AHPRA number in the **Reg. No.** field. Click **Search** button to find and save the valid HPI-I received from HI Services (right).

- The valid HPI-I will be displayed on the **Pharmacist Entry** window (right).

- This pharmacist editing screen is also where you can change the **Pharmacist password** to securely access an individual's MyHR. The default for Minfos installation means no pharmacist password is required to "Gain Access" to a patient's MyHR. A pharmacist may choose to set a password according to the instructions below.

- Go to Dispense Pro → Maintenance → D. Configuration. Click the Dispense/Custom tab. Select the Password required for MyHR checkbox.
- Then go back to Maintenance → 3. Pharmacists → Add or Change to update the relevant pharmacist(s) password for My Health Record access.

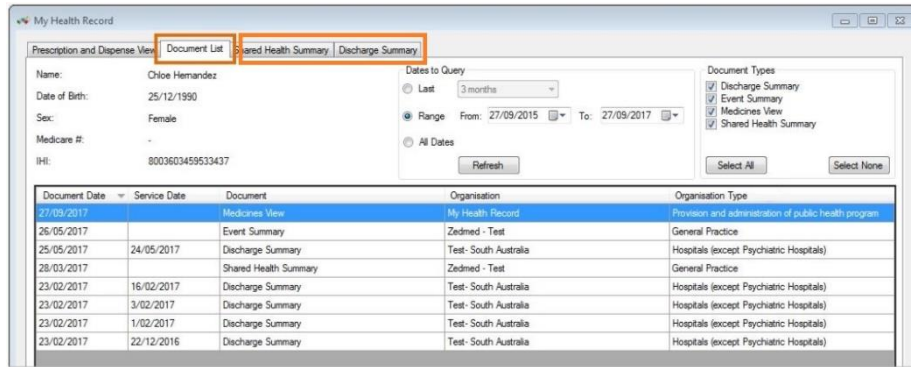
### How to View your Patient's My Health Record

- Your patient's IHI can be verified via either the **Customer Maintenance** window or the **Dispense** form using the saved **five** core demographic details: first name, surname, gender, date of birth and Medicare/DVA card.
- When dispensing, the **My Health Record** icon in the toolbar will display the patient's My Health Record status e.g. Active My Health Record.

- Select the **My Health Record** icon. The MHR Access window will appear. Select **Gain Access** to access the My Health Record (and enter your pharmacist password if applicable).
- If the patient has Restricted Access to their My Health Record, an **Emergency Access** window will prompt for either the **General Access** code or **Restricted Document Access**. This can be provided by your patient. In an emergency, you may enter by clicking **Emergency Access**.

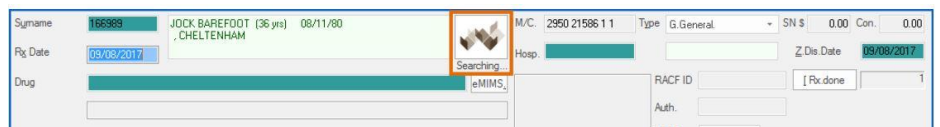


- By default, your patient's My Health Record **Prescription and Dispense View** tab displays the Prescription and Dispense Records. The filters can be adapted to change **Date range or Group**. To view an entry in more detail, **double-click** to display.
- Click the **Document List** tab to display a list of clinical documents available. Click the column headers to sort by Document type or provider Organisation. If at least one Shared Health Summary or Discharge Summary is available, an associated **Tab** will display the latest of these Document types.
- To view a document, **double-click** on the entry to display. To print the document, select **Print**.



### How to dispense to your patient's My Health Record

- In **Dispense**, select your patient. A search is activated in the background to retrieve patient IHI details. You may continue with dispensing the drug for your patient while the search is in progress.
- If the IHI search is not complete before the dispense record is saved in Minfos, the system will continue to search/validate your patient's IHI to allow uploading the dispense record to their My Health Record.
- With retrieved IHI details and an active Pharmacist HPI-I in Minfos, the dispense record will upload to My Health Record.



### Consent to upload to My Health Record

- My Health Record upload consent** is selected by default and must be de-selected if the patient advises not to upload their dispense record. Click **OK** to save the dispense record to Minfos.



### Dispense Errors and My Health Record

- If you have made a dispense error (wrong drug, directions) that was uploaded to a patient's My Health Record, go back into the dispense record and **edit the prescription** as normal using pharmacist initials. The correct entry will then be re-uploaded to your patient's My Health Record.
- If you delete the dispense record from Minfos (e.g. dispensed to wrong patient), this will also be removed from the patient's My Health Record.

#### Further Information:

- My Health Record - Community Pharmacy**  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/community-pharmacy>
- Minfos My Health Record Manual**  
Contact Minfos support for a copy
- HPI-I:** Healthcare Provider Identifier-Individual (16 digit number allocated to pharmacist)
- IHI:** Individual Healthcare Identifier (16 digit number allocated to patient)

For assistance, contact the Help line  
on 1800 723 471 (select option 2)  
[www.myhealthrecord.gov.au](http://www.myhealthrecord.gov.au)