# Uploading an Event Summary

Note:
These steps assume that your software is connected to the My Health Record system, the patient's Individual Healthcare Identifier (IHI) has been validated in your system, and the patient has a My Health Record.

1. Once you have opened the patient's local medical record and entered the clinical information and notes for the consultation, select the **My Health Record** drop-down menu, then select **Event Summary**.
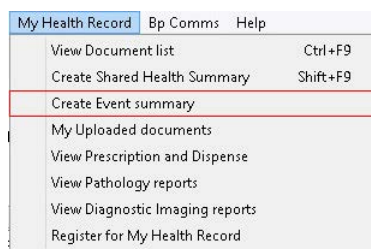
2. Select **Import Current Visit Notes** (top-right corner) to populate the Synopsis box with the consultation notes from the patient's local medical record.

   The Synopsis can also be entered/edited manually.

   Tick/untick the items to include/not include in the Event Summary, then select **Preview** (bottom right corner).

3. Review the information in the Event Summary to verify it is correct, then select **Upload** (bottom-right corner).

4. A pop-up will appear confirming that the Event Summary has been successfully uploaded. Select **OK**.
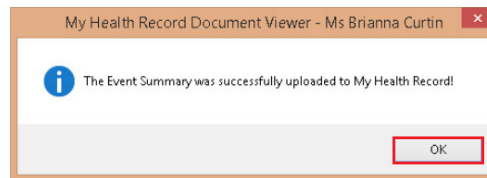
   There will also be a new entry in the **Today's Notes** tab of the patient's local medical record.

Useful Links:

- My Health Record Registration Overview
  https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview

- Event Summaries – What they are, who can create them, and when to create them
  https://www.myhealthrecord.gov.au/for-healthcare-professionals/event-summaries

- Clinical Software Simulations
  https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-simulators-and-demonstrations

For assistance, contact the Help line on 1800 723 471 (select option 2)

www.myhealthrecord.gov.au