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.
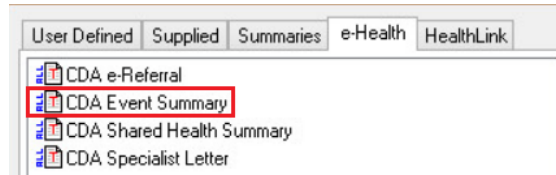
1. Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the **MyHealthRecord** tab to gain access to the patient's My Health Record.

2. In the **My Health Record View** tab, select **Create Clinical Document** (bottom-left corner).

3. In the **e-Heath** tab, double-click on **CDA Event Summary** or highlight it and select **OK**.

4. Select **Import Progress Notes** to populate the Clinical Synopsis box. The Synopsis can also be entered/edited manually.

   Tick/untick the items to include/not include in the Event Summary, then select the **Send to My Health Record** icon (top-left corner).

   With the **More** buttons you can also import information already saved in the patient's local medical record.

5. Review the Event Summary to verify it has populated correctly, then select **Send** (bottom-right corner).

6. A pop-up will appear confirming the Event Summary has been successfully uploaded. Select **OK**.

The Event Summary will also save to the patient's local medical record in the **Letters** tab. There will also be a new entry in the **Progress** tab.

Actions:
CDA Event Summary generated.
CDA Event Summary has been uploaded to My Health 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 Simulators
  https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-simulators-and-demonstrations