

Uploading a Shared Health Summary

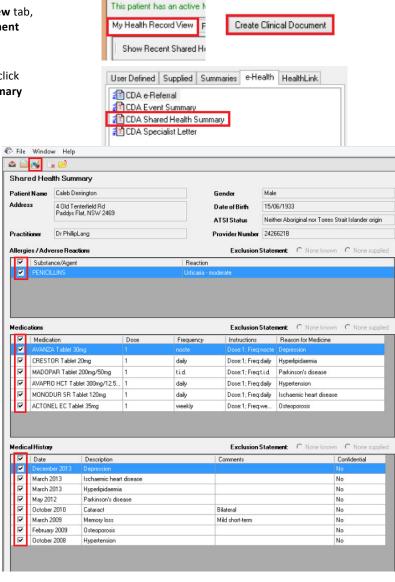
Note

a) 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.

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- b) Before you begin, ensure that the patient's clinical information in their local medical record is up to date.
- Select the MyHealthRecord tab to gain access to the patient's My Health Record.
- In the My Health Record View tab, select Create Clinical Document (bottom-left corner).
- In the e-Health tab, double-click on CDA Shared Health Summary or highlight it and select OK (centre-screen).

4. The Shared Health Summary will autopopulate with information from the patient's local medical record. Tick/untick the items to include/not include in the Shared Health Summary, then select the Send to My Health Record icon (top-left corner).



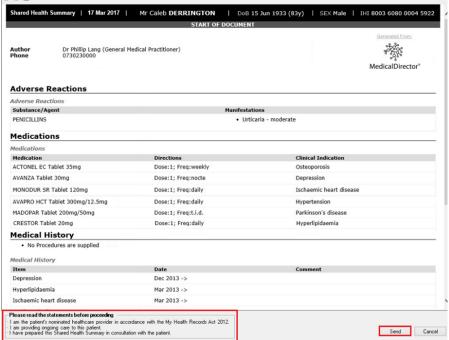
Sidebar MyHealthRecord Window





5. Review the Shared Health Summary to verify it has populated correctly.

Attest to the statements at the bottom of the screen, then select **Send** (bottom-right corner).



 A pop-up will appear confirming the Shared Health Summary has been successfully uploaded. Select OK.

The Shared Health Summary will be saved in the patient's local medical record in the Letters tab. There will also be a new entry in the Progress tab.



Actions:

CDA Shared Health Summary generated.

CDA Shared Health 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
- Shared Health Summaries What they are, who can create them, and when to create them https://www.myhealthrecord.gov.au/for-healthcare-professionals/shared-health-summaries
- Clinical Software Simulators
 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