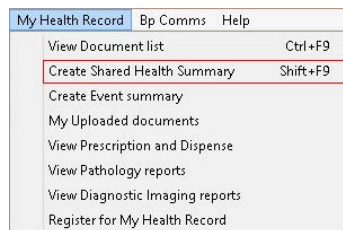# Uploading a Shared Health Summary

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.

b) Before you begin, ensure that the patient's clinical information in their local medical record is up to date.

1. Select the **My Health Record** drop-down menu, then select **Shared Health Summary**.

2. The Shared Health Summary will auto-populate with information from the patient's local medical record.

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

3. Review the information in the Shared Health Summary to verify it is correct.

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

   Note: The *Personally Controlled Electronic Records Act 2012* (referred to in the statement) has been superseded by the *My Health Records Act 2012*.

Shared Health Summary
21-Mar-2017
DERRINGTON, Caleb (Mr)   DoB 15-Jun-1933 (83y)   SEX Male   IHI 8003 6080 0004 5922

START OF DOCUMENT

West End Medical Practice
Author   Dr Terrance Walker (General Medical Practitioner)
Phone   0716543542

Adverse Reactions

Adverse Reactions

Substance/Agent	Manifestations
Penicillin	• Urticaria

Medications

Medications

Medication	Directions	Clinical Indication
Actonel EC 35mg Tablet	1 Tablet Once a week	Osteoporosis
Avanza 30mg Tablet	1 Tablet In the evening	Depression
Avapro HCT 300/12.5 300mg;12.5mg Tablet	1 Tablet Daily	Hypertension
Crestor 20mg Tablet	1 Tablet Daily	Hyperlipidaemia
Madopar 200mg;50mg Tablet	1 Tablet Three times a day	Parkinson's disease
Monodur 120mg Tablet	1 Tablet Daily	Ischaemic heart disease

Medical History
• No Procedures are supplied

Medical History

Item	Date	Comment
Depression	Dec 2013 ->	
Hyperlipidaemia	Mar 2013 ->	
Ischaemic heart disease	Mar 2013 ->	

By uploading this Shared Health Summary, I attest that this data is correct and accurate and I acknowledge that I am a Nominated HealthCare Provider for this patient as defined by the *Personally Controlled Electronic Health Records Act 2012*, that I am providing ongoing care to this patient, and that I have prepared this shared health summary in consulation with the patient.

[Upload]   [Cancel]

4. A pop-up will appear confirming that the Shared Health 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.

My Health Record Document Viewer - Mr Caleb Derrington

ⓘ The Shared Health Summary was successfully uploaded to My Health Record!

[OK]

Actions:
A Shared Health Summary was uploaded to the 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