



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.

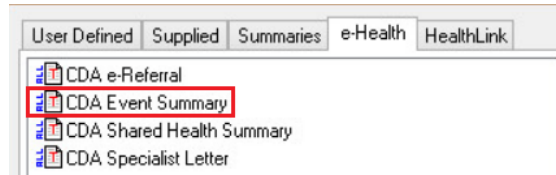
1. Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the **MyHealthRecord** tab to gain access to the patient's My Health Record.



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



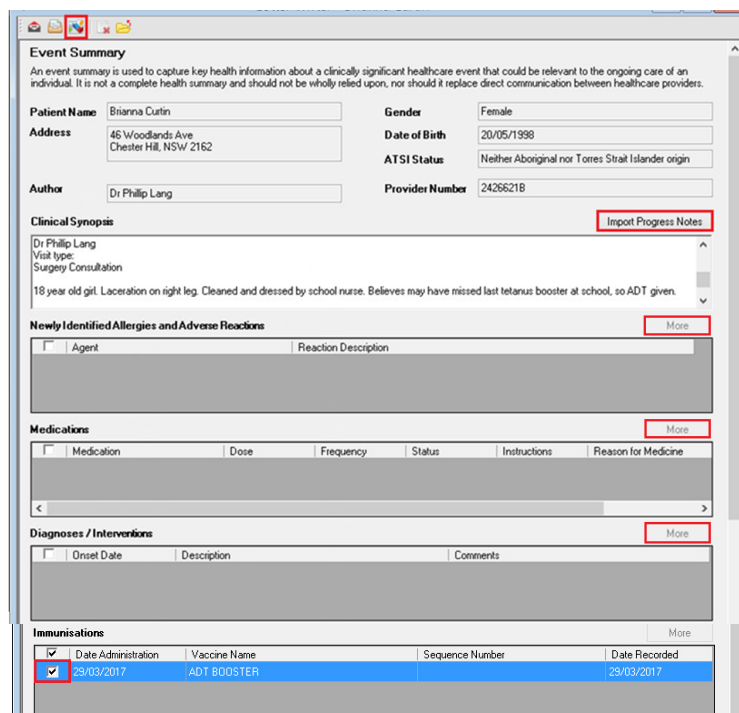
3. In the **e-Health** tab, double-click on **CDA Event Summary** or highlight it and select **OK**.



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.





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

Event Summary | 29 Mar 2017 | Mrs Brianna CURTIN | DoB 20 May 1998 (18y) | SEX Female | IHI 8003 6088 3337 8615

START OF DOCUMENT

NEHTA
 Author: Dr Phillip Lang (General Medical Practitioner)
 Phone: 0730230000
 Encounter Period: 29 Mar 2017 12:33+1000 to 29 Mar 2017 12:44+1000
 Generated From: MedicalDirector®

Event Details

Clinical Synopsis Description
Description
 Wednesday March 29 2017 12:33:07 Dr Phillip Lang Visit type: Surgery Consultation 18 year old girl. Laceration on right leg. Cleaned and dressed by school nurse. Believes may have missed last tetanus booster at school, so ADT given. Actions: Immunisation - 29/03/2017, ADT BOOSTER, No: , Vaccinator: Dr Phillip Lang, Consent provided by: Patient

Immunisations
Immunisations - Administered Immunisations

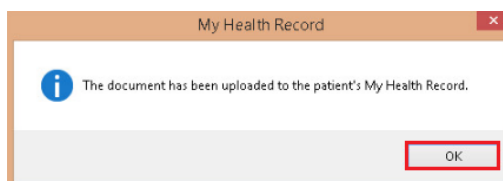
Vaccine	Date
ADT BOOSTER	29 Mar 2017

ADMINISTRATIVE DETAILS

Patient		Author	
Name	Mrs Brianna CURTIN	Name	Dr Phillip Lang (General Medical Practitioner)
Sex	Female	Organisation	NEHTA
Indigenous Status	Neither Aboriginal nor Torres Strait Islander origin	Work Place	400 George Street, Brisbane, QLD, 4001, Australia
Date of Birth	20 May 1998 (18y)	Phone	0730230000 (Workplace)
IHI	8003 6088 3337 8615	Clinical Document Details	
Entitlements	29507900812 (Medicare Benefits)	Document Type	Event Summary
Home Address	46 Woodlands Ave, Chester Hill, NSW, 2162, Australia	Creation Date/Time	29 Mar 2017 12:54+1000
Phone	0455555555 (Workplace)	Date/Time Attested	29 Mar 2017 12:54+1000
		Document ID	20775480-f601-43c9-9def-3d9a4d93c255
		Document Set ID	45d082f5-2a38-4415-9684-ce3e638b2c67
		Document Version	1

Send Cancel

- 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>

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