



# 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 **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 Shared Health Summary** or highlight it and select **OK** (centre-screen).



4. 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 the **Send to My Health Record** icon (top-left corner).

File Window Help

**Shared Health Summary**

Patient Name: Caleb Demington      Gender: Male

Address: 4 Old Tenterfield Rd, Paddys Flat, NSW 2469      Date of Birth: 15/06/1933

Practitioner: Dr Phillip Lang      ATSI Status: Neither Aboriginal nor Torres Strait Islander origin

Provider Number: 24266218

Allergies / Adverse Reactions      Exclusion Statement:  None known  None supplied

<input checked="" type="checkbox"/>	Substance/Agent	Reaction
<input checked="" type="checkbox"/>	PENICILLINS	Urticaria - moderate

Medications      Exclusion Statement:  None known  None supplied

<input checked="" type="checkbox"/>	Medication	Dose	Frequency	Instructions	Reason for Medicine
<input checked="" type="checkbox"/>	AVANZA Tablet 30mg	1	nocte	Dose:1; Freq: nocte	Depression
<input checked="" type="checkbox"/>	CRESTOR Tablet 20mg	1	daily	Dose:1; Freq: daily	Hyperlipidaemia
<input checked="" type="checkbox"/>	MADOPAR Tablet 200mg/50mg	1	t.i.d.	Dose:1; Freq: t.i.d.	Parkinson's disease
<input checked="" type="checkbox"/>	AVAPRO HCT Tablet 300mg/12.5...	1	daily	Dose:1; Freq: daily	Hypertension
<input checked="" type="checkbox"/>	MONDOUR SR Tablet 120mg	1	daily	Dose:1; Freq: daily	Ischaemic heart disease
<input checked="" type="checkbox"/>	ACTONEL EC Tablet 35mg	1	weekly	Dose:1; Freq: we...	Osteoporosis

Medical History      Exclusion Statement:  None known  None supplied

<input checked="" type="checkbox"/>	Date	Description	Comments	Confidential
<input checked="" type="checkbox"/>	December 2013	Depression		No
<input checked="" type="checkbox"/>	March 2013	Ischaemic heart disease		No
<input checked="" type="checkbox"/>	March 2013	Hyperlipidaemia		No
<input checked="" type="checkbox"/>	May 2012	Parkinson's disease		No
<input checked="" type="checkbox"/>	October 2010	Cataract	Bilateral	No
<input checked="" type="checkbox"/>	March 2009	Memory loss	Mild short-term	No
<input checked="" type="checkbox"/>	February 2009	Osteoporosis		No
<input checked="" type="checkbox"/>	October 2008	Hypertension		No



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).

**Shared Health Summary** | 17 Mar 2017 | Mr Caleb DERRINGTON | DoB 15 Jun 1933 (83y) | SEX Male | IHI 8003 6080 0004 5922

**START OF DOCUMENT**

**Author** Dr Phillip Lang (General Medical Practitioner)  
**Phone** 0730230000

Generated From: MedicalDirector®

**Adverse Reactions**

*Adverse Reactions*

Substance/Agent	Manifestations
PENICILLINS	• Urticaria - moderate

**Medications**

*Medications*

Medication	Directions	Clinical Indication
ACTONEL EC Tablet 35mg	Dose:1; Freq:weekly	Osteoporosis
AVANZA Tablet 30mg	Dose:1; Freq:nocte	Depression
MONODUR SR Tablet 120mg	Dose:1; Freq:daily	Ischaemic heart disease
AVAPRO HCT Tablet 300mg/12.5mg	Dose:1; Freq:daily	Hypertension
MADOPAR Tablet 200mg/50mg	Dose:1; Freq:t.i.d.	Parkinson's disease
CRESTOR Tablet 20mg	Dose:1; Freq:daily	Hyperlipidaemia

**Medical History**

• No Procedures are supplied

*Medical History*

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

Please read the statements before proceeding

- I am the patient's nominated healthcare provider in accordance with the My Health Records Act 2012.
- I am providing ongoing care to this patient.
- I have prepared this Shared Health Summary in consultation with the patient.

**Send** **Cancel**

6. 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](http://www.myhealthrecord.gov.au)