

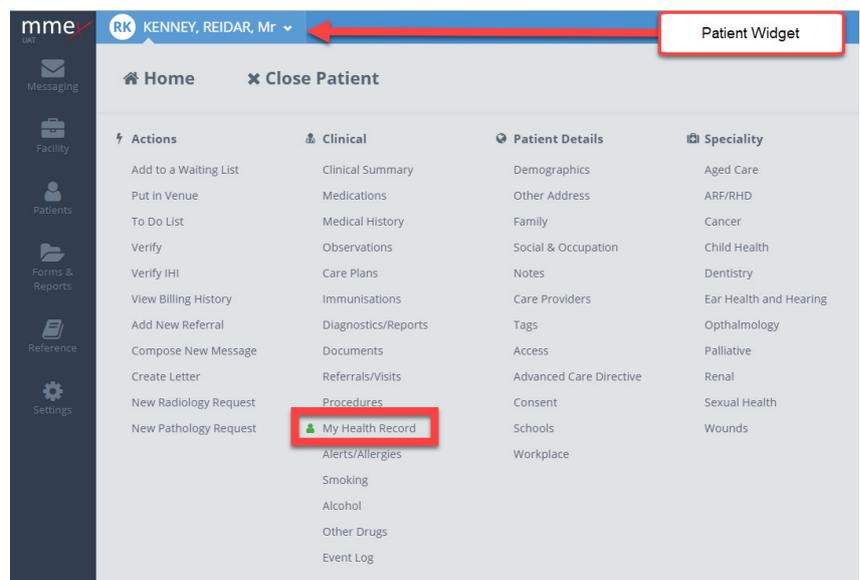
Uploading a Shared Health Summary

Note: These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system.

STEP 1:

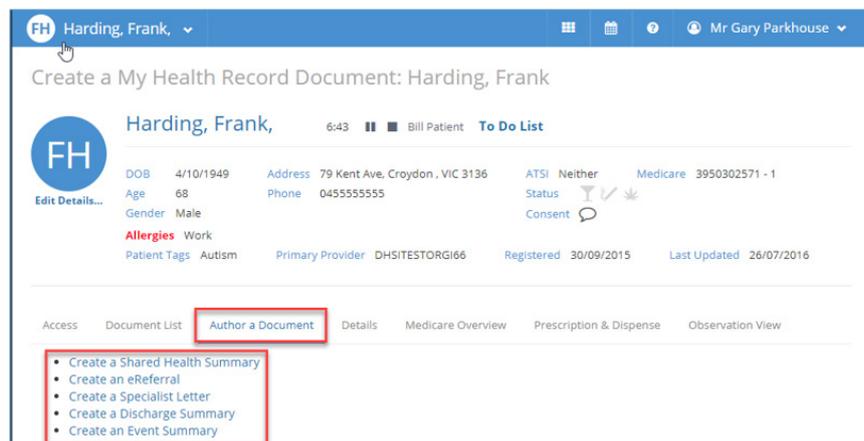
To access the patient's My Health Record:

- Select the **patient widget** (top-left corner)
- Then select **My Health Record**

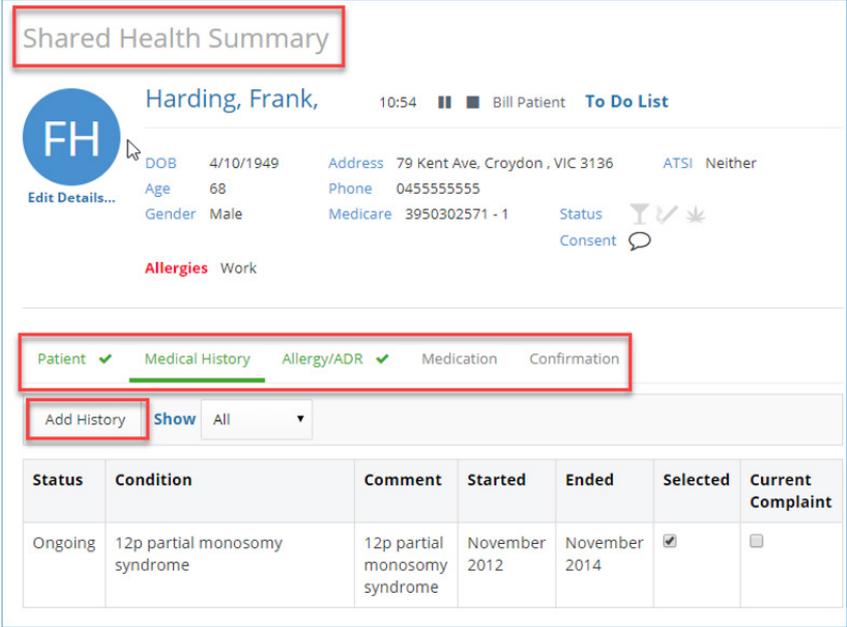


STEP 2:

Select **'Author a Document'**. Then select **'Create a Shared Health Summary'**.



Uploading a Shared Health Summary continued

<p>STEP 3:</p> <p>Add History, Allergies and Medications to be included in the document.</p> <p>Click 'Confirmation' once you have entered all required information.</p>	 <table border="1"><thead><tr><th>Status</th><th>Condition</th><th>Comment</th><th>Started</th><th>Ended</th><th>Selected</th><th>Current Complaint</th></tr></thead><tbody><tr><td>Ongoing</td><td>12p partial monosomy syndrome</td><td>12p partial monosomy syndrome</td><td>November 2012</td><td>November 2014</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	Status	Condition	Comment	Started	Ended	Selected	Current Complaint	Ongoing	12p partial monosomy syndrome	12p partial monosomy syndrome	November 2012	November 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Status	Condition	Comment	Started	Ended	Selected	Current Complaint									
Ongoing	12p partial monosomy syndrome	12p partial monosomy syndrome	November 2012	November 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
<p>STEP 4:</p> <p>Confirmation will be given once the upload is complete.</p>															
<p>Useful links</p> <ul style="list-style-type: none">For upcoming training opportunities, visit Events and Webinars: https://www.digitalhealth.gov.au/newsroom/events-and-webinars															

For assistance contact the My Health Record helpline on **1800 723 471** or email help@digitalhealth.gov.au