

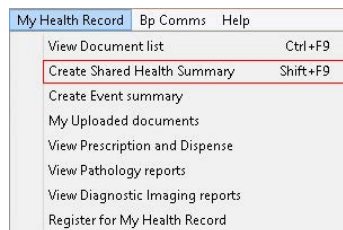


# Uploading a Shared Health Summary

**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).

Shared Health Summary - Mr Caleb Derrington

Please review the data displayed below before sending the Summary! Changes can be made using the '...' buttons.

Medications:				Adverse Reactions:		
Drug name	Strength	Directions	Long term	Item	Reaction	Severity
<input checked="" type="checkbox"/> Actonel 30mg Tablet	30mg	1 Tablet Once a week	Yes	<input checked="" type="checkbox"/> Penicillin	Urticaria	Moderate
<input checked="" type="checkbox"/> Avanza 45mg Tablet	45mg	1 Tablet In the evening	Yes			
<input checked="" type="checkbox"/> Avapro HCT 300/12.5 300mg...	300mg/12.5	1 Tablet Daily	Yes			
<input checked="" type="checkbox"/> Crestor 20mg Tablet	20mg	1 Tablet Daily	Yes			
<input checked="" type="checkbox"/> Madopar 200mg/50mg Tablet	200mg/50...	1 Tablet Three times a day	Yes			
<input checked="" type="checkbox"/> Monodur 120mg Tablet	120mg	1 Tablet Daily	Yes			

None known     None supplied     None known     None supplied

Medical History:				Immunisations:			
Date	Item	Status	Severity	Date	Vaccine	Sequence	Batch N
<input checked="" type="checkbox"/> 12/2013	Depression	Active		<input checked="" type="checkbox"/> 17/07/2004	Pneumovax 23	1	
<input checked="" type="checkbox"/> 03/2013	Ischaemic heart disease	Active		<input checked="" type="checkbox"/> 20/07/2009	Pneumovax 23	2	
<input checked="" type="checkbox"/> 03/2013	Hyperlipidaemia	Active		<input checked="" type="checkbox"/> 20/03/2012	Fluvax	1	
<input checked="" type="checkbox"/> 05/2012	Parkinson's disease	Active		<input checked="" type="checkbox"/> 10/05/2013	Fluvax	1	
<input checked="" type="checkbox"/> 10/2010	Bilateral Cataract	Active		<input checked="" type="checkbox"/> 13/05/2014	Fluvax	1	
<input checked="" type="checkbox"/> 03/2009	Memory loss	Active					
<input checked="" type="checkbox"/> 02/2009	Osteoporosis	Active					
<input checked="" type="checkbox"/> 10/2008	Hypertension	Active					

None known     None supplied     None known     None supplied

Show all inactive items     Show all confidential items     Show all non-summary items

None known     None supplied



- 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**

Substance/Agent	Manifestations
Penicillin	• Urticaria

**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 consultation with the patient.

- 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!

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