

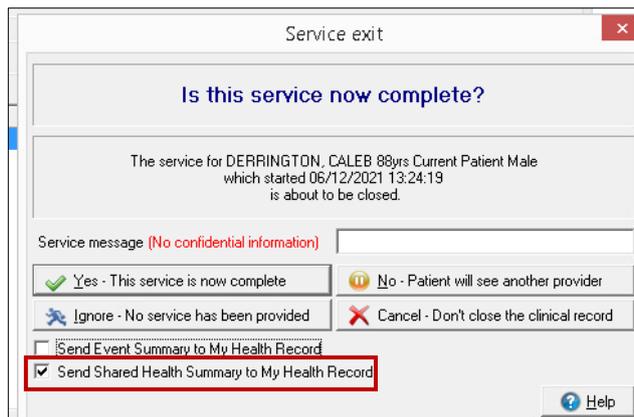
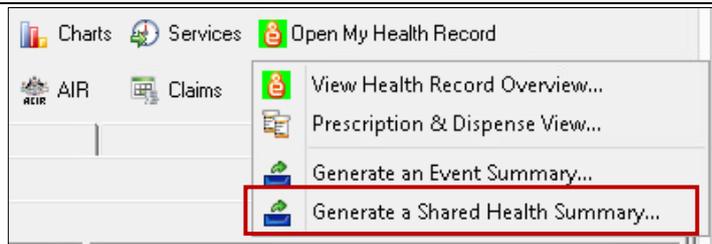
Uploading a Shared Health Summary

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:

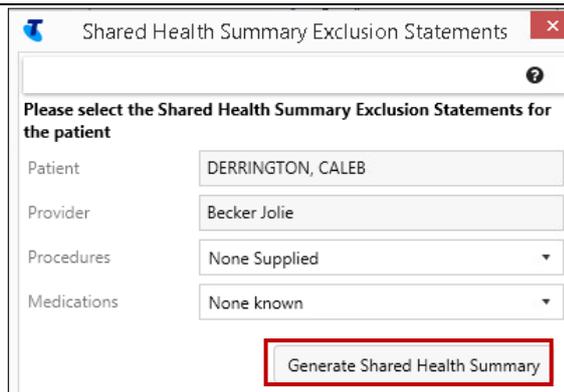
Select the **Open My Health Record** dropdown menu, then select **Generate a Shared Health Summary**

Alternatively, the following prompt will appear when exiting the patient's local medical record. To send a shared health summary make sure the **Send Shared Health Summary to My Health Record** box is ticked, then complete service exit.



STEP 2:

An Exclusion Statement will appear if information has not been recorded in the patient's local medical record. Select None Known or None Supplied in the drop-down menu(s), then select **Generate Shared Health Summary**.



Uploading a Shared Health Summary continued

STEP 3:

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 (right-side pane). Attest to the statements at the bottom of the screen, then select **Save and Upload to My Health Record**.

STEP 4:

The Shared Health Summary will save to the patient's local medical record in the Documents and Results section in the **Outgoing Documents** tab. There will also be a new entry in the Progress Notes tab.

Document Date	Patient	Date Of Birth	Document	Provider	Status	My Health Record	Topic
15/07/2021	DEERRINGTON, CALEB	15/06/1993	"Shared Health Summary"	BECKER JOLIE	Saved	Upload	General & Unspecified

To prevent Shared Health Summaries being uploaded:

If the patient requests that no Shared Health Summaries be uploaded to My Health Record by your practice, go to **Patient Biographics**, click on the **Administration** tab then select **"No"** in the information sharing consent box where it states **Patient Consents to Upload to My Health Record** and click **save**. Note: prescription records may still be sent to My Health Record.

Alternatively, simply uncheck the relevant boxes when closing the consultation record.

Useful links

- For further information about shared health summaries visit: <https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/shared-health-summaries>
- 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