Communicare Fact Sheet

Uploading an Event 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: Once you have entered the patient's local medical record and entered the clinical information/notes for the consultation, select the Open My Health Record dropdown menu, then select Generate an Event Summary.	Image: Charts Image: Services Image: Open My Health Record Image: AIR Image: Claims Image: View Health Record Overview Image: Prescription & Dispense View Image: Prescription & Dispense View Image: Generate an Event Summary Image: Generate a Shared Health Summary Image: Image: Image: Service now complete? Image: Service now complete
Alternatively, the following prompt will appear when exiting the	The service for VAN ZYL, ANDRIA MARIANNE 19yrs Current Patient Female which started 18/10/2018 11:07 am is about to be closed.
patient's local medical record. To send an Event Summary make sure the Send Event Summary to My Health Record box is ticked, then complete service exit.	Service message (No confidential information) Yes - This service is now complete Image: No - Patient will see another provider Ignore - No service has been provided Cancel - Don't close the clinical record Send Event Summary to My Health Record Image: Help Send Shared Health Summary to My Health Record Image: Help
STEP 2: The Event Summary will auto populate with information stored in the local medical record for this service. Tick/untick the items to include/not include in the Event Summary (right-side pane). When ticked, the information in the patient's local medical record will populate in the event summary. You can also manually enter/edit	Event Summary 20 Mar 2017 20 Mar 2017 20 Mar 2017 20 Mar 2017 Description Description Description
information in the event summary	An event summary is useful output to be the formulation and a classically signafic and baselinear event that could be referent for the origining are of an inclusion. R is not a complete health summary and allowed not be wheely referred are and the referent for the origining are of an inclusion. E Concentration of the origining are of an inclusion.
button (bottom-right corner).	Show Davidi Show and Lipland to Mo/Health Record R David Dav
Review the Event Summary to verify the information, then select Save and Upload to My Health Record (bottom-right corner).	

Uploading an Event Summary continued



To prevent Event Summaries being uploaded:

Under the My Health Records Act 2012, participating healthcare provider organisations are authorised to upload information to the My Health Record System, and view information within it. However, consumers can request a document not be uploaded to their record. Healthcare providers must comply with this request. If a document contains sensitive health information, you may wish to discuss with your patient whether they want the information uploaded to their My Health Record.

STEP 1:

If the patient requests that no Events 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.

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Useful links

- How and when to view a My Health Record: <u>https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record</u>
- For upcoming training opportunities, visit Events and Webinars: <u>https://www.digitalhealth.gov.au/newsroom/events-and-webinars</u>

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

Uploading an Event Summary Updated: January 22 Software version: 21.2



Australian Government Australian Digital Health Agency

