# Uploading an Event Summary

Note:
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.

1. Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the **Open My Health Record** drop-down menu, then select **Generate an Event Summary**.
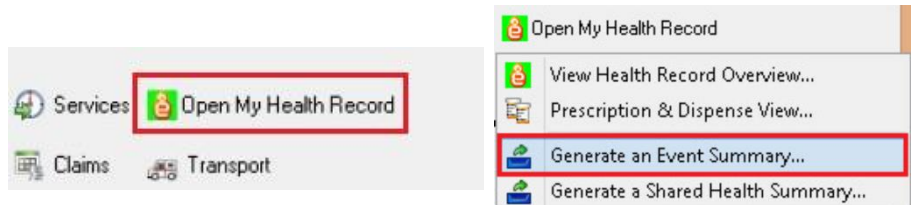

Alternatively, the following prompt will appear when exiting the patient's local medical record. To send an event summary make sure the **Send Event Summary to My Health Record** box is ticked, then complete service exit.
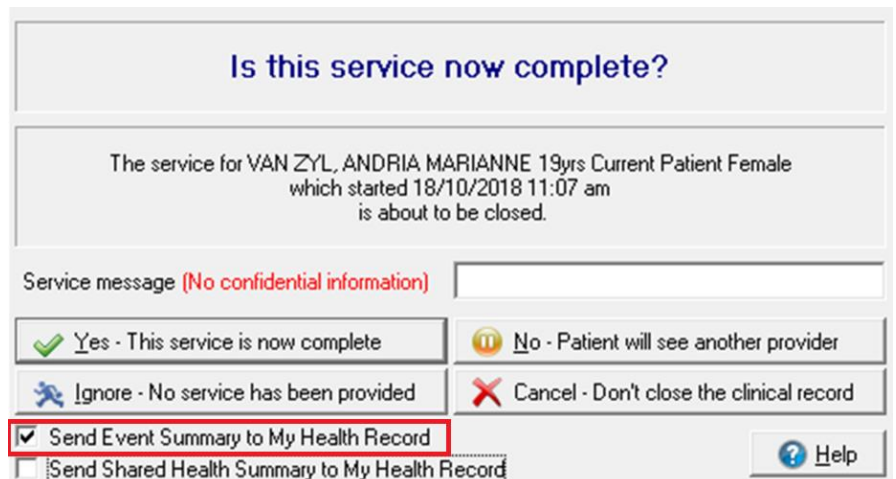
2. Tick/untick the items to include/not include in the event summary (right-side pane). When ticked, the information in the patient's local medical record will populate in the event summary.

You can also manually enter/edit information in the event summary with the **Edit Clinical Synopsis** button (bottom-right corner).

Review the event summary to verify the information has populated correctly, then select **Save and Upload to My Health Record** (bottom-right corner).
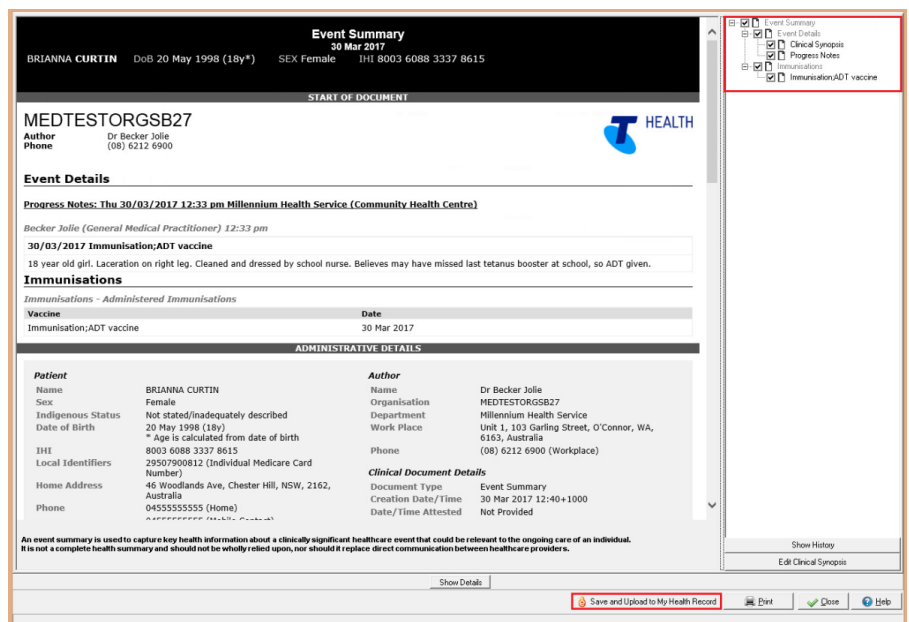
3. The event summary will also save to the patient's local medical record in the **Documents and Results** section in the **Outgoing Documents** tab.
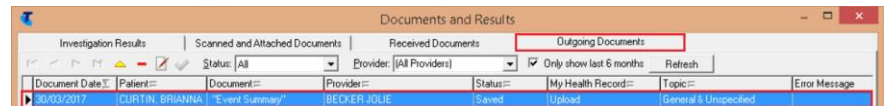
There will also be a new entry in the **Progress Notes** tab.

Useful Links:

- **Event Summaries – What they are, who can create them, and when to create them**
  https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/event-summaries
- **Communicare Software Simulator**
  www.MyHealthRecord.gov.au > For healthcare professionals > How To: View and upload clinical information > Upload clinical information > Access clinical software simulators

**For assistance, contact the Help line on 1800 723 471 (select option 2)
www.MyHealthRecord.gov.au**