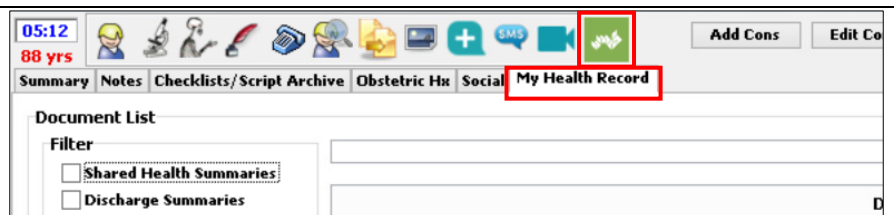# Uploading a Shared Health Summary

***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*
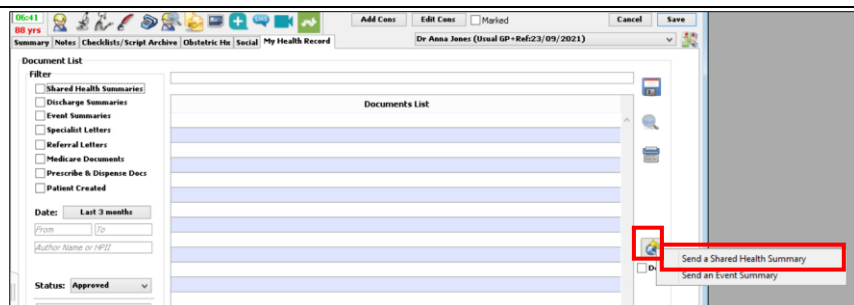
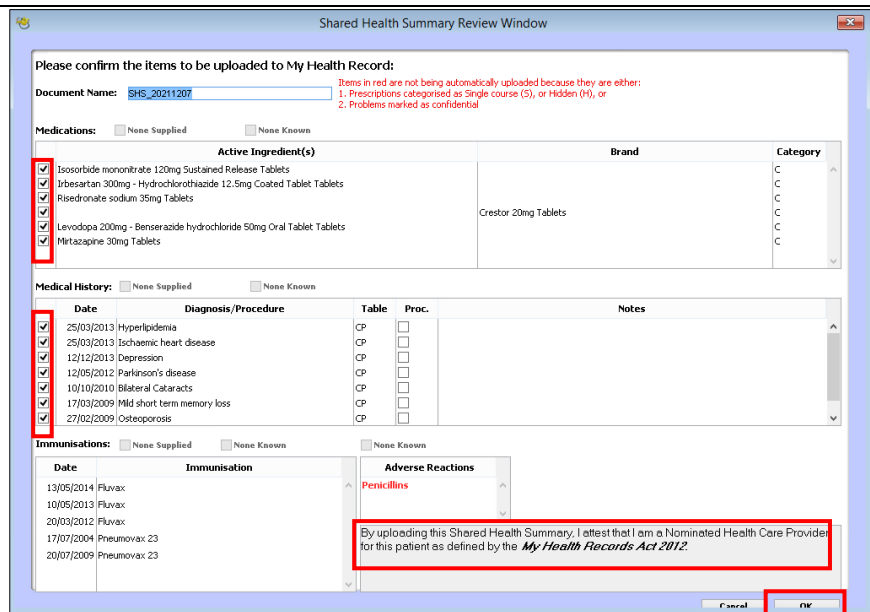| For users of Genie via the NASH approach	
STEP 1: In the patient's clinical record, click the **My Health Record icon** to gain access, then select the **My Health Record tab**.	
STEP 2: The **Documents List** will appear. Select the **Create and Upload a New Document icon** (far right) then select **Send a Shared Health Summary** from the drop-down options.	
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. Attest to the statements at the bottom-right corner of the screen, then select **OK**.	

STEP 4: Review the Shared Health Summary to verify the information then select **Send** (bottom-right corner).	
STEP 5: A pop-up will appear confirming the Shared Health Summary has been successfully uploaded. Select **OK**. The Shared Health Summary will also save to the patient's local medical record in the **Notes** tab.	

Useful links

- For further information about shared health summaries visit: https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/shared-health-summaries
- How and when to view a My Health Record: https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/view-my-health-record
- 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**