

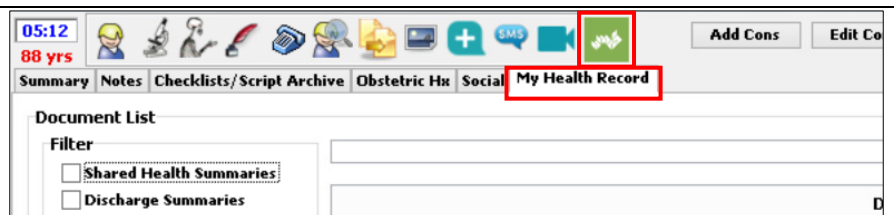
# Uploading a Shared Health Summary

*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

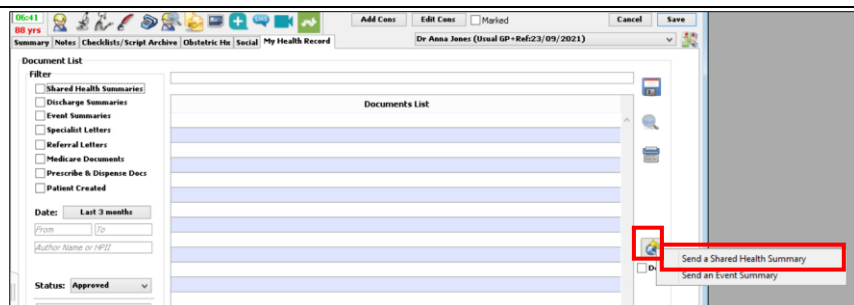
## STEP 1:

In the patient's clinical record, click the **My Health Record** icon to gain access, then select the **My Health Record** tab.



## STEP 2:

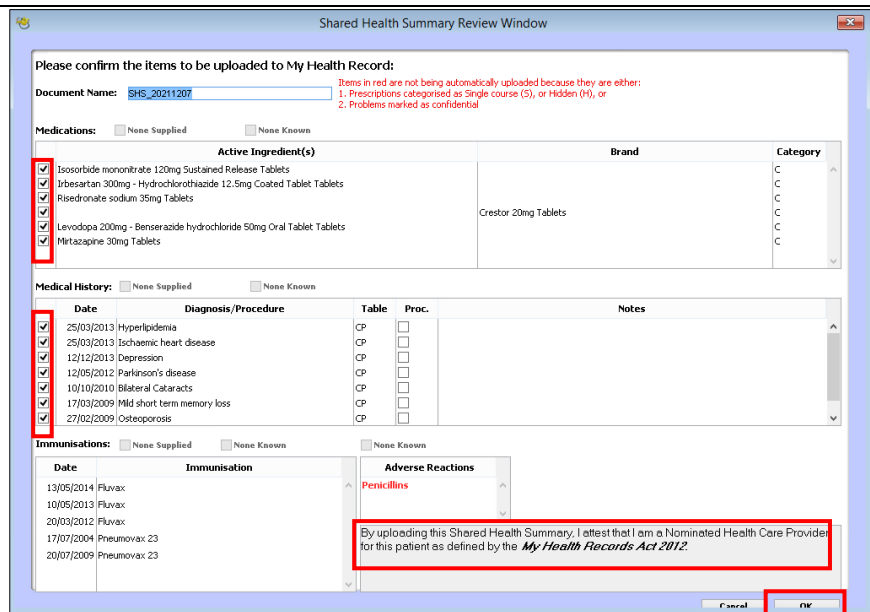
The **Documents List** will appear. Select the **Create and Upload a New Document** icon (far right) then select **Send a Shared Health Summary** from the drop-down options.



## 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**.



## Uploading a Shared Health Summary continued

### STEP 4:

Review the Shared Health Summary to verify the information then select **Send** (bottom-right corner).

**Shared Health Summary**  
7 Dec 2021  
Mr Caleb DERRINGTON DoB 15 Jun 1933 (88y) SEX Male IHI 8003 6080 0004 5922

**START OF DOCUMENT**

**Test Health Service 440**  
Author: Dr Charley Fletcher (General Medical Practitioner)  
Phone: (07) 3720 2801

**Adverse Reactions**

Agent	Adverse Reaction	Reaction Type
Penicillins	Urticaria	

**Medications**

Medicine	Dose	Reason
Risedronate sodium 35mg Tablets	1 weekly	Osteoporosis
Mirtazapine 30mg Tablets	1 nocte	Depression
Irbesartan 300mg - Hydrochlorothiazide 12.5mg Coated Tablet Tablets	1 od	Hypertension
Crestor 20mg Tablets	1 od	Hyperlipidemia
Levodopa 200mg - Benserazide hydrochloride 50mg Oral Tablet Tablets	1 tds	Parkinson's disease
Isosorbide mononitrate 120mg Sustained Release Tablets	1 od	Ischaemic heart disease

**Medical History**

Item	Date	Comment
Hyperlipidemia	25 Mar 2013	
Ischaemic heart disease	25 Mar 2013	
Depression	12 Dec 2013	
Parkinson's disease	12 May 2012	
Bilateral Cataracts	10 Oct 2010	
Mild short term memory loss	17 Mar 2009	

File:///C:/Users/ondemandraininguser/AppData/Local/Temp/1/fcda\_9a\_20211207\_140105.html  
Stylesheet Version: 1.3.0

Go Back View Stylesheet Update Stylesheet Print XML Cancel **Send**

### 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](mailto:help@digitalhealth.gov.au)