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
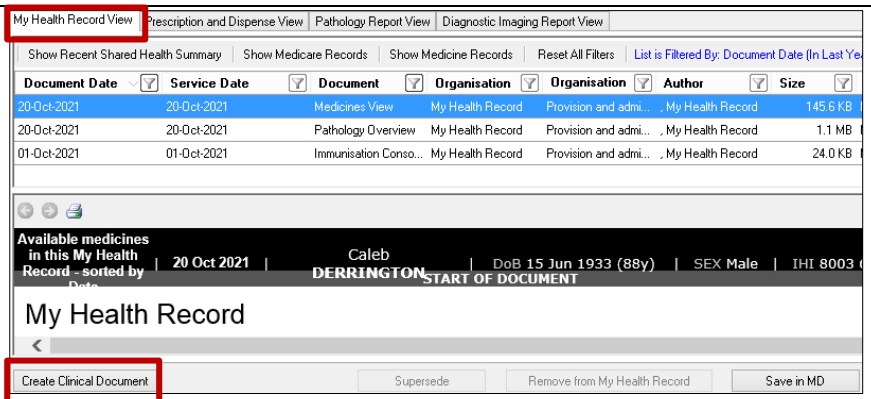
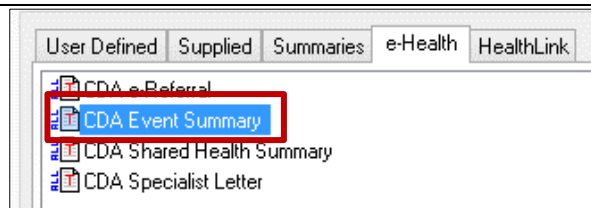|	
STEP 1: Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the **My Health Record** tab to gain access to the patient's My Health Record.	
STEP 2: In the **My Health Record View** tab, select **Create Clinical Document** (bottom-left corner).	
STEP 3: In the **e-Health** tab, double-click on **CDA Event Summary** or highlight it and select **OK.**	

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Updated: January 22
Software version: 4.0.7.15071

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STEP 4: Select **Import Progress Notes** to populate the Clinical Synopsis box. The Synopsis can also be entered/edited manually. Tick/untick the items to include/not include in the Event Summary, then select the **Send to My Health Record** icon (top-left corner). By clicking on the **More** buttons you can also import information already saved in the patient's local medical record.	File Window Help **Event Summary** An event summary is used to capture key health information about a clinically significant healthcare event that could be relevant to the ongoing care of an individual. It is not a complete health summary and should not be wholly relied upon, nor should it replace direct communication between healthcare providers. Patient Name Caleb Derrington Gender Male Address 4 Old Tenterfield Rd Date of Birth 15/06/1933 Paddys Flat, NSW 2469 ATSI Status Neither Aboriginal nor Torres Strait Islander origin Author Dr Phillip Lang Provider Number 2426621B **Clinical Synopsis** [Import Progress Notes] [Only the first 150 characters (in bold) entered in Clinical Synopsis will be displayed in the Event Summary Preview of My Health Record page.] **Newly Identified Allergies and Adverse Reactions** [More] ☐ Agent Reaction Description
STEP 5: Review the Event Summary to verify it has populated correctly, then select **Send** (bottom-right corner).	Document ID f929638a-80d9-49ec-8214-5948e7fbabd1 Document Set ID 6699cb8f-96f4-4776-844d-735568e063dd Document Version 1 Completion Code Final MedicalDirector Clinical Stylesheet Version: 1.2.9.0 (based on NEHTA Generic CDA Stylesheet Version: 1.2.9) END OF DOCUMENT [Send] [Cancel]
STEP 6: A pop-up will appear confirming the Event Summary has been successfully uploaded. Select **OK.** The Event Summary will also save to the patient's local medical record in the **Letters** tab. There will also be a new entry in the **Progress** tab.	My Health Record ✕ ⓘ The document has been uploaded to the patient's My Health Record. [OK] **Actions:** CDA Event Summary generated. CDA Event Summary has been uploaded to My Health Record.

Useful links:

- For further information about event summaries visit:
  https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/event-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

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