

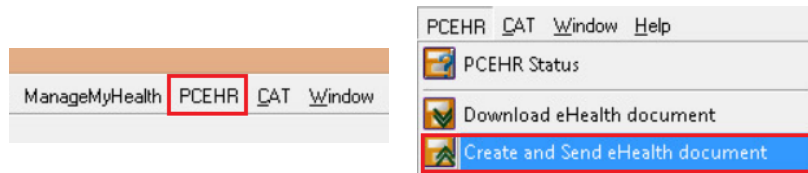


# Uploading a Shared Health Summary

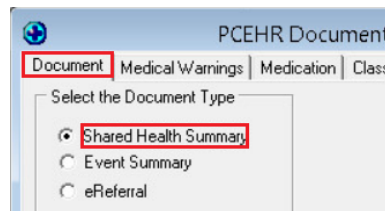
**Note:**

- a) 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.
- b) My Health Record was previously known as the Personally Controlled Electronic Health Record (PCEHR). PCEHR still appears in Medtech software.
- c) Before you begin, ensure that the patient's clinical information in their local medical record is up to date.

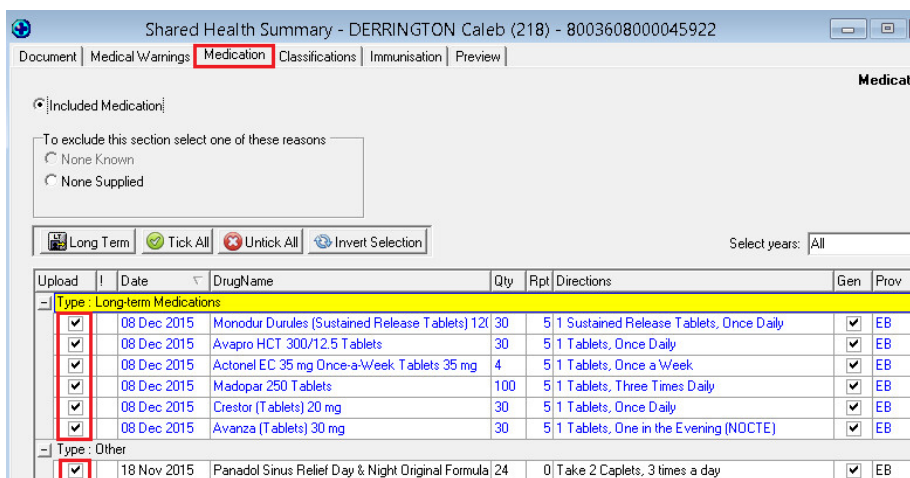
1. In the patient's local medical record, select the **PCEHR** tab, then select **Create and Send eHealth Document**.



2. In the **Document** tab, select **Shared Health Summary**.



3. The Shared Health Summary will auto-populate with information from the patient's local medical record.



Review the information in the **Medical Warnings, Medication, Classifications and Immunisation** tabs and tick/untick the items to include/not include in the Shared Health Summary.

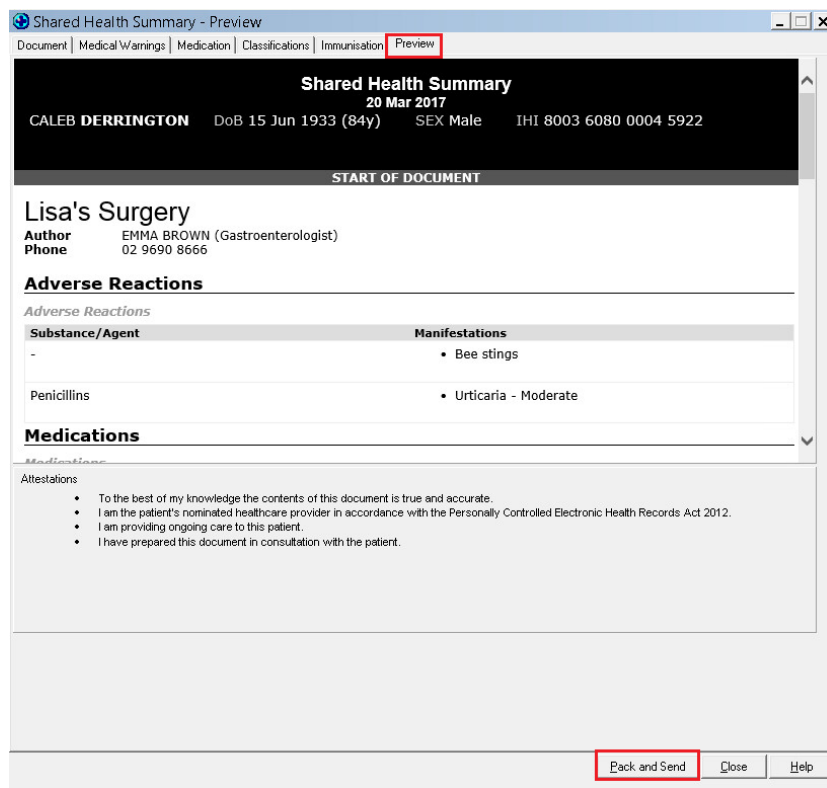
In this screenshot, the **Medication** tab is shown.



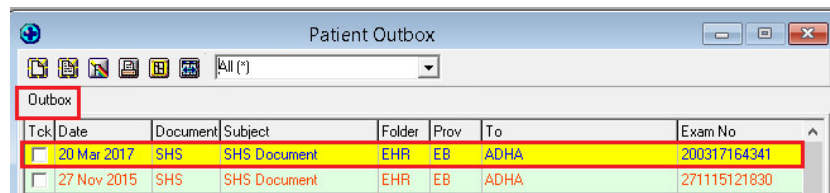
4. In the **Preview** tab, review the Shared Health Summary to verify it has populated correctly.

Attest to the statements at the bottom of screen, then select **Pack and Send** (bottom-right corner) to upload the Shared Health Summary to the patient's My Health Record.

Note: The *Personally Controlled Electronic Health Records Act 2012* (referred to in the attestations) has been superseded by the *My Health Records Act 2012*.



5. The Shared Health Summary will also be saved to the patient's local medical record in the **Patient Outbox**.



#### Useful Links

- My Health Record Registration Overview  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview>
- Shared Health Summaries – What they are, who can create them, and when to create them  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/shared-health-summaries>
- Clinical Software Demonstrations  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-simulators-and-demonstrations>

For assistance, contact the Help line on  
1800 723 471 (select option 2)  
[www.myhealthrecord.gov.au](http://www.myhealthrecord.gov.au)