

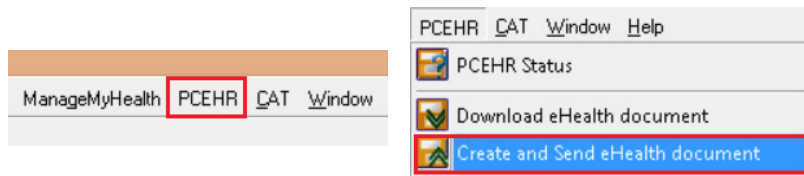


# Uploading an Event Summary

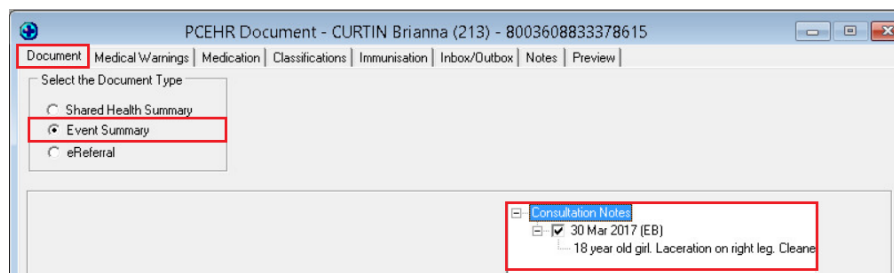
**Note:**

- 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.

1. Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the **PCEHR** tab, then select **Create and Send eHealth Document**.

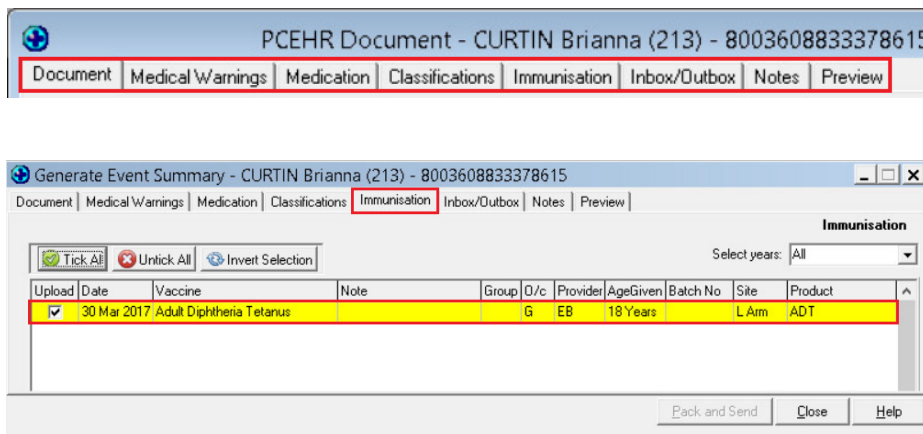


2. In the **Document** tab, select **Event Summary**, then tick/untick the **Consultation Notes** to include/not include in the Event Summary.



You can also manually enter the clinical synopsis via the **Notes** tab.

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



In this example, the **Immunisation** tab is shown.



4. In the **Preview** tab, review the Event 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 Event 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Note: The *Personally Controlled Electronic Health Records Act 2012* (referred to in the attestations) has been superseded by the *My Health Records Act 2012*.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 Event Summary will also save to the patient's local medical record in the **Patient Outbox**.

Tckl	Date	Document	Subject	Folder	Prov	To	Exam No	Status
<input type="checkbox"/>	30 Mar 2017	EVNT	Event Summary Documer	EHR	EB	ADHA	300317143346	Sent

#### Useful Links

- My Health Record Registration Overview  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview>
- Event Health Summaries – What they are, who can create them, and when to create them  
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/event-summaries>
- Clinical Software Simulators  
<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)