

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:

To access the patient's My Health Record:

- Select the **Patient Widget** (top-left corner)
- Then select **My Health Record**.

The screenshot shows the mme patient record for Kenney, Reidar, Mr. The interface includes a top navigation bar with 'Home' and 'Close Patient' buttons. A sidebar on the left contains navigation options like 'Messaging', 'Facility', 'Patients', 'Forms & Reports', 'Reference', and 'Settings'. The main content area is divided into four columns: 'Actions', 'Clinical', 'Patient Details', and 'Speciality'. The 'Clinical' column contains a list of options, with 'My Health Record' highlighted by a red box. A red arrow points to the 'Patient Widget' label in the top right corner.

STEP 2:

Select **Author a Document**, then select **Create an Event Summary**.

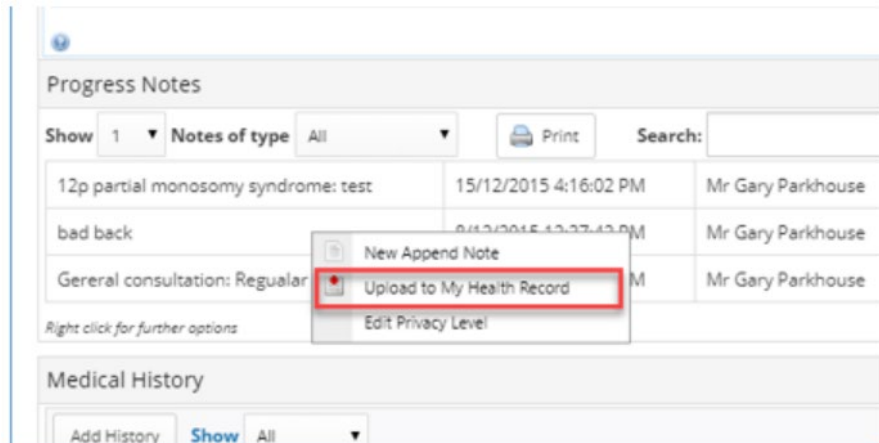
The screenshot shows the 'Create a My Health Record Document' page for Frank Harding. The top navigation bar includes 'Access', 'Document List', 'Author a Document', 'Details', 'Medicare Overview', 'Prescription & Dispense', and 'Observation View'. The 'Author a Document' button is highlighted with a red box. Below the navigation bar, a list of document types is displayed, with 'Create an Event Summary' highlighted by a red box. Patient details for Frank Harding are visible, including DOB, Age, Gender, Address, and Allergies.

Uploading an Event Summary continued

STEP 3:

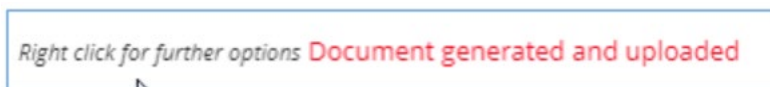
Once **Event Summary** has been selected, the system navigates to the patient's clinical summary screen.

Select a previously completed progress note, right click and select **Upload to My Health Record**.



STEP 4:

Confirmation will be given once the upload is complete.



Useful links

- Find out more: <https://www.digitalhealth.gov.au/healthcare-providers>
- For upcoming training opportunities, visit Events and webinars: <https://www.digitalhealth.gov.au/newsroom/events-and-webinars>

For assistance contact the My Health Record help line on **1800 723 471** or email help@digitalhealth.gov.au