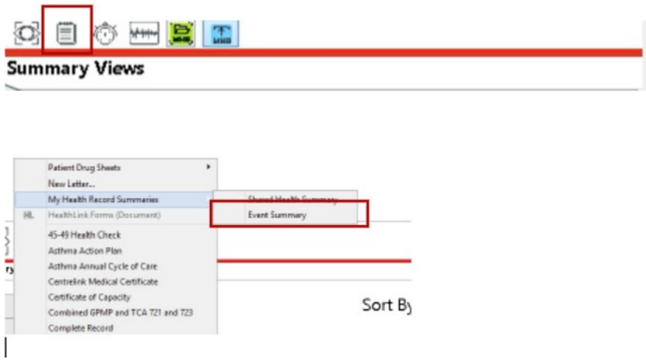
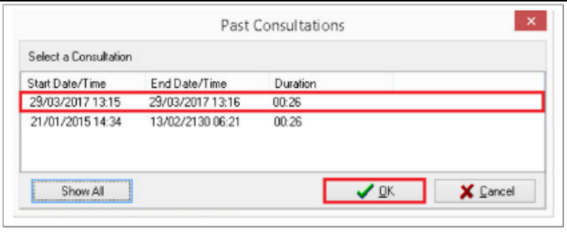
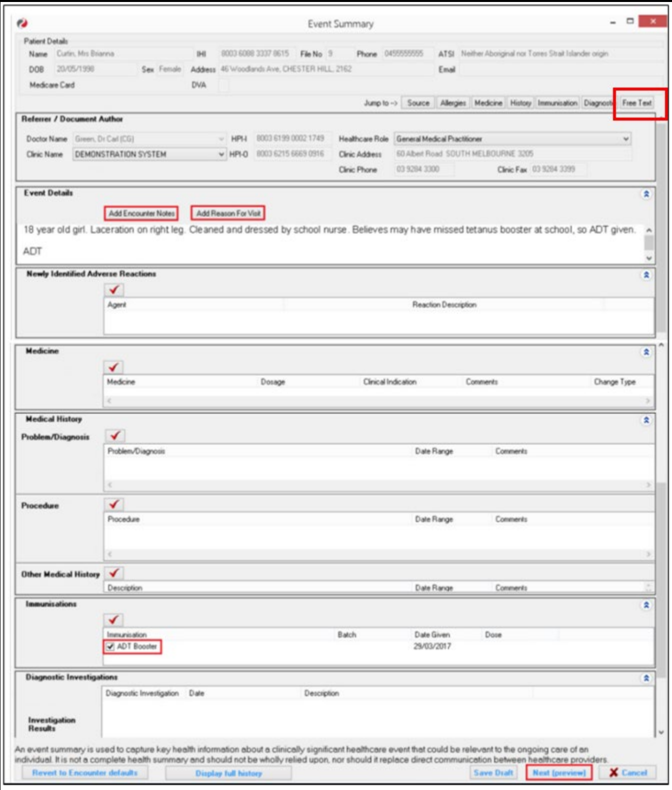
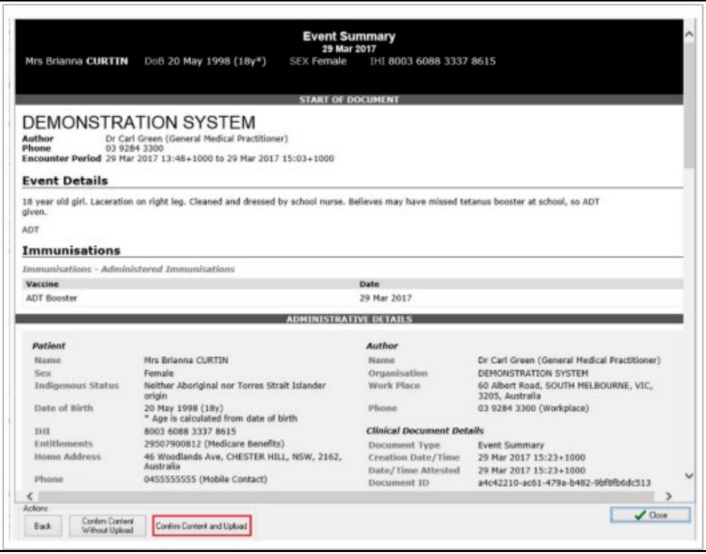
Zedmed Fact sheet

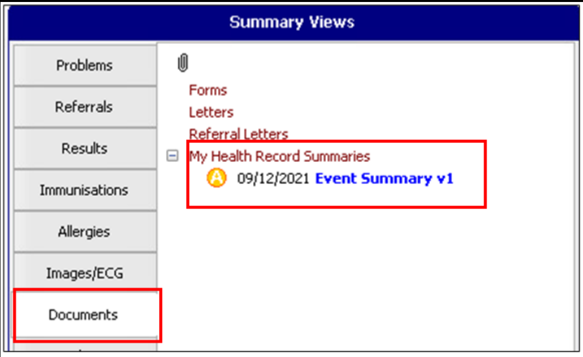
Uploading an Event Summary

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 **Quick Documents** icon, then select **My Health Record Summaries** and **Event Summary.**	
STEP 2: A **Past Consultations** box may appear. Select the existing consultation and click **OK.**	

For more information on My Health Record please visit [My Health Record for healthcare providers](#).

STEP 3: Select **Add Encounter Notes** and **Add Reason For Visit** to populate the Event Details box with the information from the patient's local medical record. You can also manually enter/edit the Event Details via the **Free Text** tab (top-right corner). Tick/untick the items to include/not include in the Event Summary, then select **Next (Preview).**	
STEP 4: Review the information in the Event Summary to verify the information is correct. Attest to the statement at the bottom of the screen, then select, **Confirm Content and Upload.**	

STEP 5: The Event Summary will also save to the patient's local medical record in the **Documents** tab.	

Useful links

- For further information about event summaries visit: [Clinical documents]
- How and when to view a My Health Record: [My Health Record for healthcare providers]