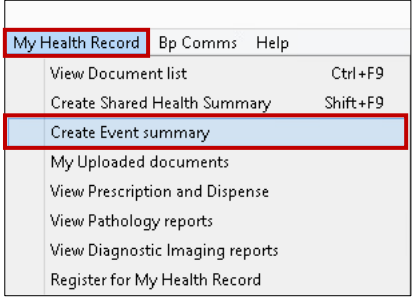
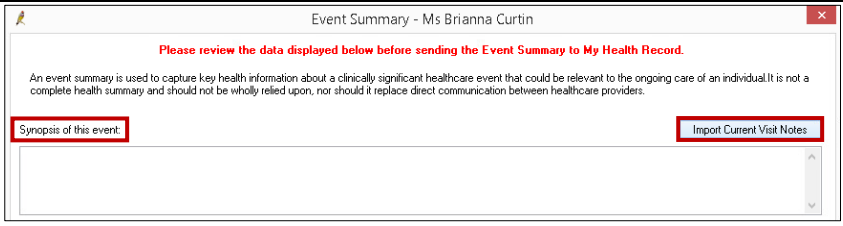
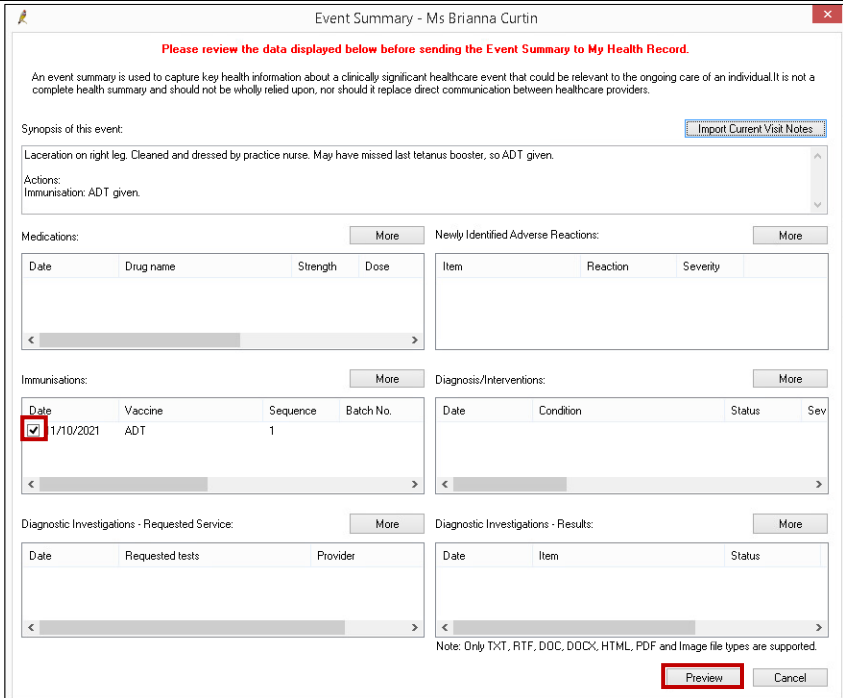


Uploading an Event Summary

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

<p>STEP 1: Once you have opened the patient's local medical record and entered the clinical information and notes for the consultation, select the My Health Record tab, then select Create Event Summary from the drop-down menu.</p>	 <p>A screenshot of a software menu. The 'My Health Record' tab is selected and highlighted with a red box. Below it, the 'Create Event summary' option is also highlighted with a red box. Other menu items include 'View Document list', 'Create Shared Health Summary', 'My Uploaded documents', 'View Prescription and Dispense', 'View Pathology reports', 'View Diagnostic Imaging reports', and 'Register for My Health Record'.</p>																
<p>STEP 2: Select Import Current Visit Notes (top-right corner) to populate the Synopsis box with the consultation notes from the patient's local medical record.</p> <p>The synopsis can also be entered/edited manually.</p>	 <p>A screenshot of the 'Event Summary - Ms Brianna Curtin' form. A red box highlights the 'Import Current Visit Notes' button in the top right corner. The 'Synopsis of this event' text area is empty. A red box also highlights the 'Synopsis of this event' label.</p>																
<p>STEP 3: Tick/untick the items to include/not include in the Event Summary, then select Preview (bottom right corner).</p>	 <p>A screenshot of the 'Event Summary - Ms Brianna Curtin' form. The 'Synopsis of this event' text area contains the text: 'Laceration on right leg. Cleaned and dressed by practice nurse. May have missed last tetanus booster, so ADT given.' Below this are sections for 'Actions', 'Medications', 'Immunisations', 'Diagnosis/Interventions', and 'Diagnostic Investigations - Requested Service'. In the 'Immunisations' table, the entry for '1/10/2021 ADT' has a checked checkbox. At the bottom right, the 'Preview' button is highlighted with a red box.</p> <table border="1" data-bbox="630 1568 1029 1668"> <thead> <tr> <th>Date</th> <th>Drug name</th> <th>Strength</th> <th>Dose</th> </tr> </thead> <tbody> <tr> <td colspan="4"> </td> </tr> </tbody> </table> <table border="1" data-bbox="630 1691 1029 1814"> <thead> <tr> <th>Date</th> <th>Vaccine</th> <th>Sequence</th> <th>Batch No.</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1/10/2021</td> <td>ADT</td> <td>1</td> </tr> </tbody> </table>	Date	Drug name	Strength	Dose					Date	Vaccine	Sequence	Batch No.	<input checked="" type="checkbox"/>	1/10/2021	ADT	1
Date	Drug name	Strength	Dose														
Date	Vaccine	Sequence	Batch No.														
<input checked="" type="checkbox"/>	1/10/2021	ADT	1														

Uploading an Event Summary continued

STEP 4:

Review the information in the Event Summary to verify it is correct, then select **Upload** (bottom-right corner).

My Health Record Document Viewer - Ms Brianna Curtin

Event Summary
11 Oct 2021

Ms Brianna CURTIN DoB 20 May 1998 (23 years*) SEX Female IHI 8003 6088 3337 8615

Start of Document

West End Medical Practice
Author Dr Terrance WALKER (General Medical Practitioner)
Phone 0716543542
Encounter no information
Period

Event Details

Laceration on right leg. Cleaned and dressed by practice nurse. May have missed last tetanus booster, so ADT given.

Actions:
Immunisation: ADT given.

Immunisations

Immunisations - Administered Immunisations

Vaccine	Sequence Number	Date
ADT	1	11 Oct 2021

Administrative Details

Patient Details	Value	Author Details	Value
Name	Ms Brianna CURTIN	Name	Dr Terrance WALKER (General Medical Practitioner)
Sex	Female	Organisation	West End Medical Practice
Indigenous Status	Neither Aboriginal nor Torres Strait Islander origin	Work Place	400 George Street, Brisbane, QLD, 4000, Australia
Date of Birth	20 May 1998 (23 years) * Age is calculated from DoB	Phone	0716543542 (Workplace)
IHI	8003 6088 3337 8615	FAX	0716543542 (Workplace)

Upload Cancel

STEP 5:

A pop-up will appear confirming that the Event Summary has been successfully uploaded. Select **OK**. There will also be a new entry in the **Today's Notes** tab of the patient's local medical record.

My Health Record Document Viewer - Ms Brianna Curtin

The Event Summary was successfully uploaded to My Health Record!

OK

Ms Brianna Curtin

Today's notes

Past visits

Current Rx

Past history

Active

Inactive

Immunisations

Visit date: 11/10/2021 Visit time: 2:16:31 PM Confidential

Arial 10 b i u ABC

Laceration on right leg. Cleaned and dressed by practice nurse. May have missed last tetanus booster, so ADT given.

Actions:
Immunisation: ADT given

An Event Summary was 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