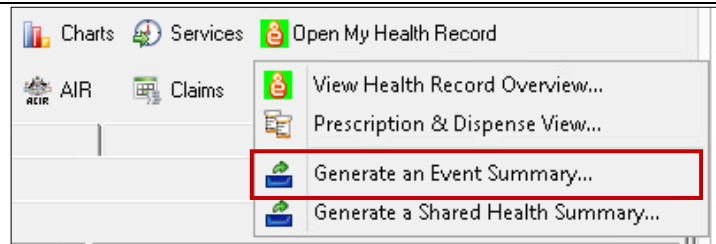# Uploading an Event Summary

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

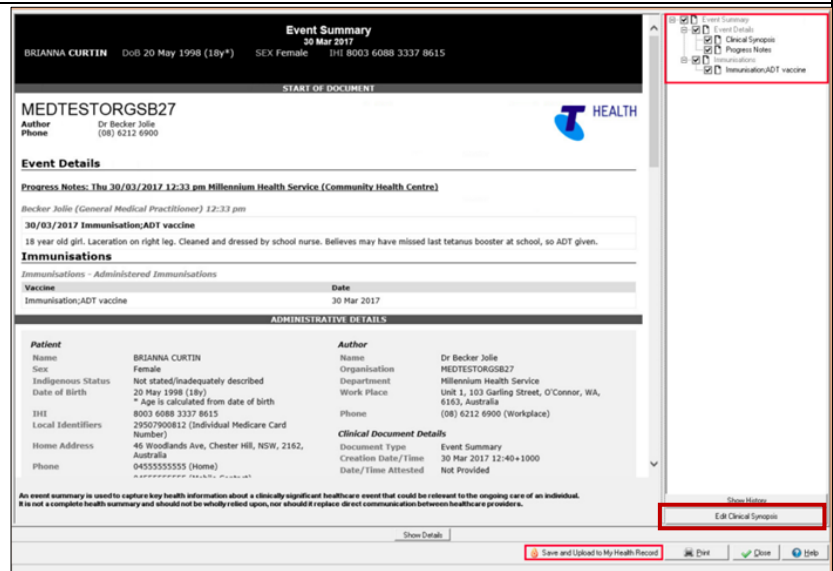|	
STEP 1: Once you have entered the patient's local medical record and entered the clinical information/notes for the consultation, select the **Open My Health Record** dropdown menu, then select **Generate an Event Summary.** Alternatively, the following prompt will appear when exiting the patient's local medical record. To send an Event Summary make sure the **Send Event Summary to My Health Record** box is ticked, then complete service exit.	
STEP 2: The Event Summary will auto populate with information stored in the local medical record for this service. Tick/untick the items to include/not include in the Event Summary (right-side pane). When ticked, the information in the patient's local medical record will populate in the event summary. You can also manually enter/edit information in the event summary with the **Edit Clinical Synopsis** button (bottom-right corner). Review the Event Summary to verify the information, then select **Save and Upload to My Health Record** (bottom-right corner).	

STEP 3: The Event Summary will save to the patient's local medical record in the **Documents and Results** section in the **Outgoing Documents** tab. There will also be a new entry in the **Progress Notes** tab.	 📄 06/12/2021 CDA package "Event Summary" Topic: **General & Unspecified;**

To prevent Event Summaries being uploaded:

Under the My Health Records Act 2012, participating healthcare provider organisations are authorised to upload information to the My Health Record System, and view information within it. However, consumers can request a document not be uploaded to their record. Healthcare providers must comply with this request. If a document contains sensitive health information, you may wish to discuss with your patient whether they want the information uploaded to their My Health Record.

STEP 1: If the patient requests that no Events Summaries be uploaded to My Health Record by your practice, go to **Patient Biographics,** click on the **Administration** tab then select "**No**" in the information sharing consent box where it states **Patient Consents to Upload to My Health Record** and click **save**. Note: prescription records may still be sent to My Health Record. Alternatively, simply uncheck the relevant boxes when closing the consultation record.	

Useful links
- 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**

Australian Government
Australian Digital Health Agency

My Health Record