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

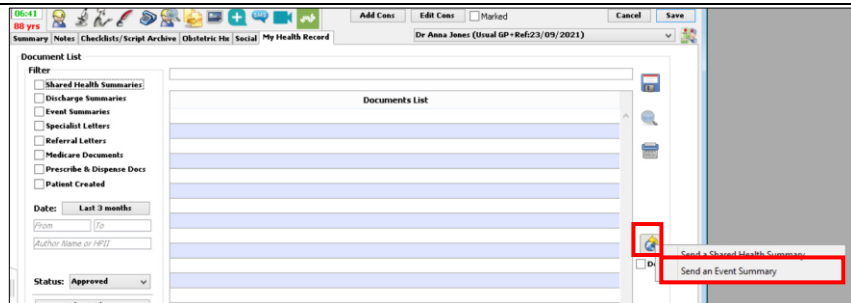|	
For users of Genie via the NASH approach. If you cannot see these buttons and wish to be able to upload event summaries, please contact Genie Support and request connection via the hybrid CSP and NASH approach.	
STEP 1: After entering the clinical information/notes for the consultation in the patient's record, click the **My Health Record icon** to gain access, then select the **My Health Record tab**.	
STEP 2: The **Documents List** will appear. Select the **Create and Upload a New Document icon** (far right) then select **Send an Event Summary** from the drop-down options.	
STEP 3: Select **Import Last Consultation Notes** to populate the Event Details box with the consultation notes from the patient's local medical record. The Event Details can also be entered/edited manually. Tick/untick the items to include/not include in the Event Summary, then select **OK** (bottom right corner).	

STEP 4:	
Review the Event Summary to verify the information, then select **Send** (bottom-right corner).	
STEP 5: A pop-up will appear confirming the Event Summary has been successfully uploaded. Select **OK**. The Event Summary will also save to the patient's local medical record in the **Notes** tab.	

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

Australian Government
Australian Digital Health Agency

My Health Record