

# 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.

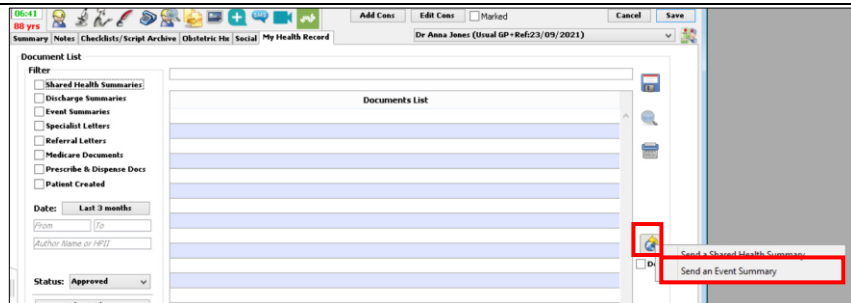
## STEP 1:

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).



## Uploading an Event Summary continued

### STEP 4:

Review the Event Summary to verify the information, then select **Send** (bottom-right corner).

**Event Summary**  
30 Mar 2017  
Mr Dominic HOWITT DoB: 29 Dec 2012 (4y) SEX: Male IHI: 8003 6080 0004 5930

**DHSITESTORGST41**  
Author: Dr Charley Fletcher (General Medical Practitioner)  
Phone: (07) 3720 2801  
Encounter Period: 30 Mar 2017 11:58+1000 to 30 Mar 2017 11:58+1000

**Event Details**  
**Clinical Synopsis Description**  
Presenting Problem: Allergic reaction  
Currently taking Amoxil for night Oribis media for 3 days. Generalised erythematous rash all over his body, arms and legs and face. His temperature is 38.6 and he has diarrhoea. The child's mother has an allergy to penicillin. Stopped the antibiotic, monitor temperature and use paracetamol as necessary and review the child in 3 days. If symptoms worsen, parent encouraged to re-present at any time.

**Adverse Reactions**  

Substance/Agent	Manifestation	Reaction Type
Pericillins	Rash	

**ADMINISTRATIVE DETAILS**

Patient		Author	
Name	Mr Dominic HOWITT	Name	Dr Charley Fletcher (General Medical Practitioner)
Sex	Male	Organisation	DHSITESTORGST41
Indigenous Status	Neither Aboriginal nor Torres Strait Islander origin	Work Place	11 IVAN AVE, 80 Stamford Road, GRINDELWALD, TAS, 7277, Australia (07) 3720 2801 (Workplace)
Date of Birth	29 Dec 2012 (4y)		
IHI	8003 6080 0004 5930		
Entitlements	2950790801 (Medicare Benefits)		
Home Address	88 Cotton Ct, Cascade, NSW, 2453		
Phone	0455 555 555 (Mobile Contact)		
Email	patient@testemail.com (Home)		

**Clinical Document Details**

Document Type	Event Summary
Creation Date/Time	30 Mar 2017 11:58+1000
Date/Time Attested	30 Mar 2017 11:58+1000
Document ID	72 (768d679d-2d87-4255-86a9-357e98637220)
Document Self ID	768d679d-2d87-4255-86a9-357e98637220
Document Version	1
Formulation Code	
Email	

File: \\C:\Users\Administrator\AppData\Local\Gene\Solo\_2122187940\TempDocs\CDA\_72\BHE\_XDM\SUBSET01\CDA\_ROOT.html  
Stylesheet Version: 1.2.7

Go Back View Stylesheet Update Stylesheet Print XML Cancel **Send**

### 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](mailto:help@digitalhealth.gov.au)