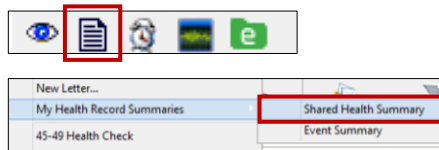


# Uploading a Shared Health Summary

*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:**

Select the Quick Documents icon, then select **My Health Record Summaries** and **Shared Health Summary**.



**STEP 2:**

The Shared Health Summary will auto-populate with information from the patient's local medical record.

Tick/untick the items to include/not include in the Shared Health Summary, then select **Next (Preview)**.

**Shared Health Summary**

**Patient Details**

Name: Desirington, Caleb | IHI: 8003 6080 0004 5922 | File No: 20 | Phone: 0455555555 | ATSI: Neither Aboriginal nor Torres Strait Islander origin  
 DDB: 15/06/1933 | Sex: Male | Address: 4 Old Tenfield Road, PADDY'S FLAT, 2469 | Email:  
 Medicare Card: 29507 | DVA:

Jump to -> [Source](#) | [Allergies](#) | [Medicine](#) | [History](#) | [Immunisation](#)

**Health Summary Source**

Doctor Name: Green, Dr Carl (CG) | HPI: 8003 6199 0002 1749 | Healthcare Role: General Medical Practitioner  
 Clinic Name: DEMONSTRATION SYSTEM | HPI: 8003 6215 6669 0916 | Clinic Address: 60 Albert Road, SOUTH MELBOURNE 3205  
 Clinic Phone: 03 9284 3300 | Clinic Fax: 03 9284 3399

**Allergies and Adverse Reactions**

| Reason for nothing listed / selected | Agent     | Reaction Description                       |
|--------------------------------------|-----------|--|
| <input checked="" type="checkbox"/>  | Poncilins | Immediate (Moderate) Urticaria/Angio-Edema |

**Medicine**

| Reason for nothing listed / selected | Medications  | Directions               | Clinical Indication | Comments |
|--------------------------------------|--|--------------------------|---------------------|----------|
| <input checked="" type="checkbox"/>  | Avanza Tablets (Tablet, Coated) 30 mg [30]                                       | Take 1 tab nocte         |                     |          |
| <input checked="" type="checkbox"/>  | Dextor Tablets (Tablet, Coated) 20 mg [30]                                       | Take 1 tab daily         |                     |          |
| <input checked="" type="checkbox"/>  | Madopa 250 Tablets (Tablet) [100]  | Take 1 tab 3 times a day |                     |          |
| <input checked="" type="checkbox"/>  | Atoral EC 35 mg Drows/Wheel- Tablets   | Take 1 tab weekly        |                     |          |
| <input checked="" type="checkbox"/>  | Tablet, Gastroresistant) 35 mg [4]   | Take 1 tab daily         |                     |          |
| <input checked="" type="checkbox"/>  | Viagra HCT 300/12.5 Tablets (Tablet, Coated) [30]                                | Take 1 tab daily         |                     |          |
| <input checked="" type="checkbox"/>  | Monodur Durules Sustained Release Tablets (Tablet, Modified Release) 120 mg [30] | Take 1 tab daily         |                     |          |

**Medical History**

**Problem/Diagnosis**

| Reason for nothing listed / selected | Problem/Diagnosis | Date of Onset | Comments |
|--------------------------------------|-------------------|---------------|----------|
| <input checked="" type="checkbox"/>  |                   |               |          |

**Procedure**

| Reason for nothing listed / selected | Procedure | Date Time Started | Comments |
|--------------------------------------|-----------|-------------------|----------|
| <input checked="" type="checkbox"/>  |           |                   |          |

**Other Medical History**

| Reason for nothing listed / selected | Description                      | Time Interval | Comments |
|--------------------------------------|----------------------------------|---------------|----------|
| <input checked="" type="checkbox"/>  | Depression                       | Dec 2013      |          |
| <input checked="" type="checkbox"/>  | Hypertlipidaemia                 | Mar 2013      |          |
| <input checked="" type="checkbox"/>  | Ischaemic Heart Disease          | Mar 2013      |          |
| <input checked="" type="checkbox"/>  | Parkinsons Disease               | May 2012      |          |
| <input checked="" type="checkbox"/>  | Cataract - Bilateral             | Oct 2010      |          |
| <input checked="" type="checkbox"/>  | Loss of Memory - Mild Short Term | Mar 2009      |          |
| <input checked="" type="checkbox"/>  | Diabetes                         | Feb 2009      |          |

Save Draft | **Next (Preview)** | Cancel

## Uploading a Shared Health Summary continued

### STEP 3:

Review the Shared Health Summary to verify the information is correct.

Attest to the statement at the bottom of the screen, then select, **Confirm Content and Upload**.

### STEP 4:

The Shared Health Summary will also save to the patient's local medical record in the **Documents** tab.

### Useful links

- For further information about shared health summaries visit: <https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/shared-health-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)