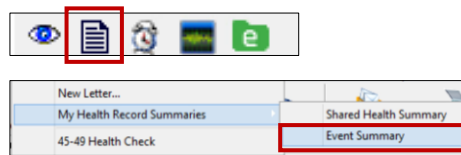


Uploading an Event Summary

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

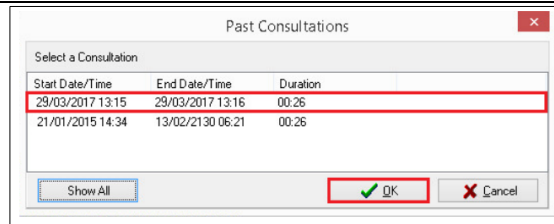
STEP 1:

Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the **Quick Documents** icon (left-centre), then select **My Health Record Summaries** and **Event Summary**.



STEP 2:

A **Past Consultations** box may appear. Select the existing consultation and click **OK**.

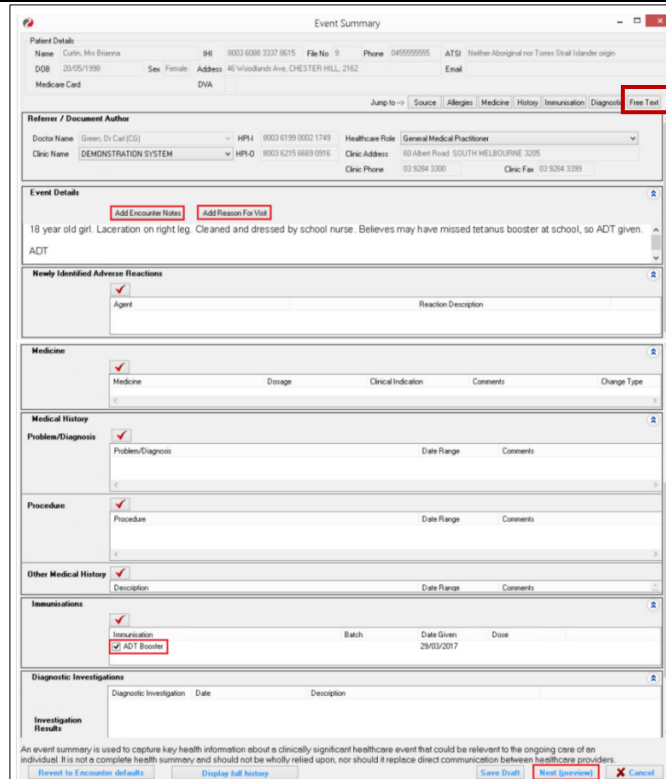


STEP 3:

Select **Add Encounter Notes** and **Add Reason For Visit** to populate the Event Details box with the information from the patient's local medical record.

You can also manually enter/edit the Event Details via the **Free Text** tab (top-right corner).

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



Uploading an Event Summary continued

STEP 4:

Review the information in the Event Summary to verify the information is correct.

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

Event Summary
29 Mar 2017
Mrs Brianna CURTIN DoB 20 May 1998 (18y*) SEX Female IHI 8003 6088 3337 8615

START OF DOCUMENT

DEMONSTRATION SYSTEM
Author Dr Carl Green (General Medical Practitioner)
Phone 03 9284 3300
Encounter Period 29 Mar 2017 13:48+1000 to 29 Mar 2017 15:03+1000

Event Details
18 year old girl. Laceration on right leg. Cleaned and dressed by school nurse. Believes may have missed tetanus booster at school, so ADT given.
ADT

Immunisations
Immunisations - Administered Immunisations

Vaccine	Date
ADT Booster	29 Mar 2017

ADMINISTRATIVE DETAILS

Patient		Author	
Name	Mrs Brianna CURTIN	Name	Dr Carl Green (General Medical Practitioner)
Sex	Female	Organisation	DEMONSTRATION SYSTEM
Indigenous Status	Neither Aboriginal nor Torres Strait Islander origin	Work Place	60 Albert Road, SOUTH MELBOURNE, VIC, 3205, Australia
Date of Birth	20 May 1998 (18y) * Age is calculated from date of birth	Phone	03 9284 3300 (Workplace)
IHI	8003 6088 3337 8615	Clinical Document Details	Event Summary
Entitlements	29507900812 (Medicare Benefits)	Document Type	Event Summary
Home Address	46 Woodlands Ave, CHESTER HILL, NSW, 2162, Australia	Creation Date/Time	29 Mar 2017 15:23+1000
Phone	0455555555 (Mobile Contact)	Date/Time Attested	29 Mar 2017 15:23+1000
		Document ID	akc42210-ac01-479a-b462-9bf6f6dc513

Actions: Back Confirm Content Without Upload **Confirm Content and Upload** Close

STEP 5:

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

Summary Views

- Problems
- Referrals
- Results
- Immunisations
- Allergies
- Images/ECG
- Documents**

Forms
Letters
Referral Letters
My Health Record Summaries
09/12/2021 **Event Summary v1**

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