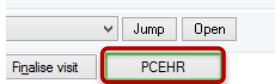




# Upload a Shared Health Summary

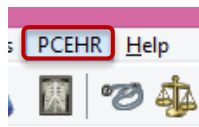
## Before undertaking these steps, please ensure that:

- You and your practice are set up for using digital health. Speak to your Practice Manager or go to: <http://www.digitalhealth.gov.au/get-started-with-digital-health/set-up> for more information.
- You are able to access your patient's My Health Record:
  - Their Individual Healthcare Identifier (IHI) has been validated in your system.
  - The PCEHR icon in the top right of the patient window is Orange or Green.



1

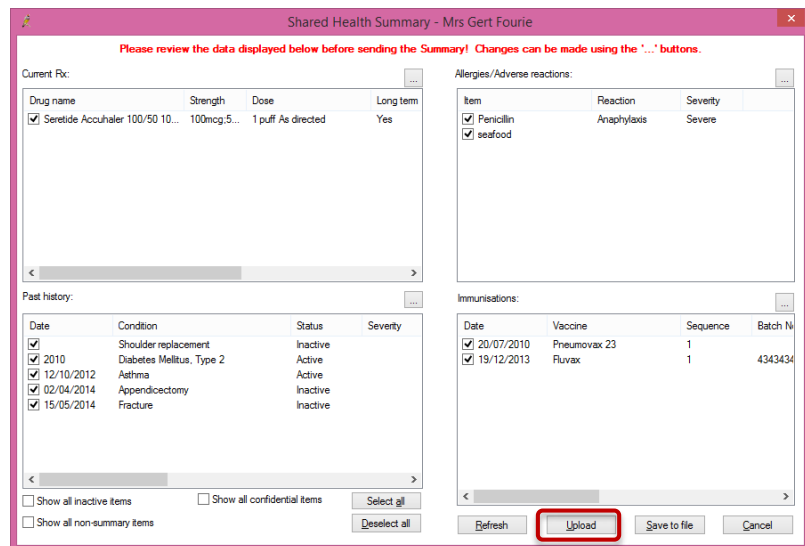
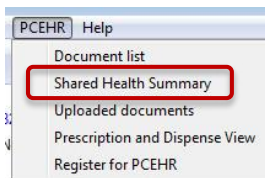
Click the **PCEHR** dropdown menu in your patient's record



2

Select **Shared Health Summary**

Summary will auto-populate from patient record. Confirm selections and click **Upload**





### 3 Check accuracy and select **Upload**

**Shared Health Summary**  
26-Mar-2015

FOURIE, Gert (Mrs) DoB 10-Oct-1979 (35y) SEX Male IHI 8003 6023 4655 5439

START OF DOCUMENT

DHS5538

Author: Dr John Smith (General Medical Practitioner)  
Phone: 086321444

**Adverse Reactions**

Substance/Agent	Manifestation
Penicillin	Anaphylaxis
seafood	Not recorded

**Medications**

Medication	Directions	Clinical Indication
Serevide Accuhaler 100/50 100mcg/50mcg/dose Powder	1 puff As directed	Asthma

**Medical History**

Medical History - Procedures

By uploading this Shared Health Summary, I attest that this data is correct and accurate and I acknowledge that I am a Nominated Health/Care Provider for this patient as defined by the Personally Controlled Electronic Health Records Act 2012.

Upload

Currently logged in: Dr John Smith Thursday 26/03/2015 07:33:18

### 4 Confirmation prompt appears and auto-notation in Today's Notes. Click **OK**.

Shared Health Summary

The Shared Health Summary was successfully uploaded to the PCEHRI

OK

Reason for visit:  
Asthma

Actions:  
PCEHR Document imported from DHSITESTORGD43 re. Event Summary.  
A Shared Health Summary was uploaded to the PCEHRI

#### Clarification:

PCEHR means the My Health Record, formerly the "Personally Controlled Electronic Health Record", within the meaning of the *My Health Records Act 2012* (Cth), formerly called the *Personally Controlled Electronic Health Records Act 2012* (Cth).

#### Useful Links:

- Software demonstration for uploading a Shared Health Summary – Best Practice Software  
<http://www.digitalhealth.gov.au/assets/cup-articulate/uploading-shared-health-summaries/bestPractice/>
- On Demand Training  
<http://www.digitalhealth.gov.au/using-the-my-health-record-system/digital-health-training-resources/on-demand>

For assistance, contact the Help Centre on

**1300 901 001**

8am-6pm Monday to Friday

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

[www.digitalhealth.gov.au](http://www.digitalhealth.gov.au)