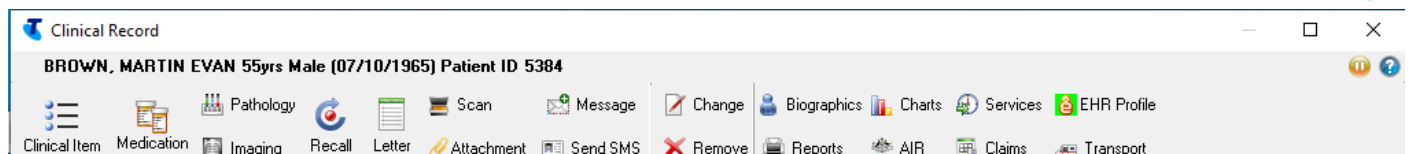


Factsheet – Uploading a Shared Health Summary or Event Summary

Authoring and uploading an Event Summary and a Shared Health Summary at the end of your consultation

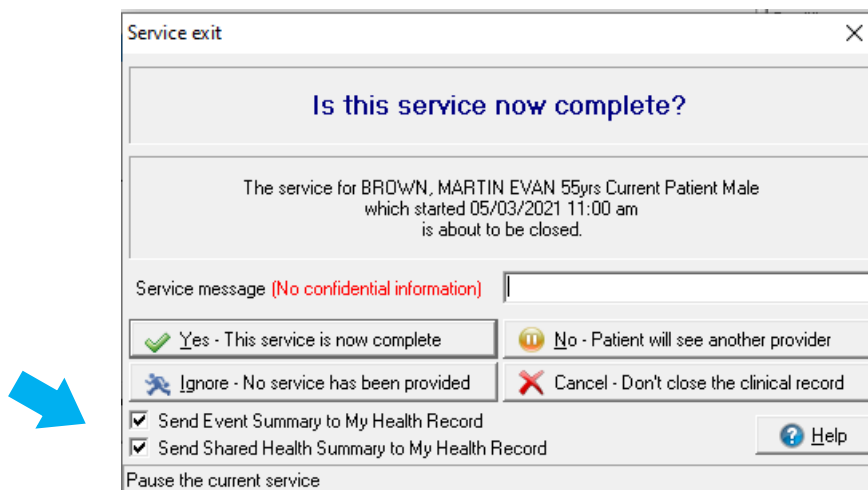
Step 1. Undertake and record your clinical consultation in Communicare as per your usual clinical practice.

Step 2. Close the consult as per usual practice



Step 3. The **“Send Event Summary to My Health Record”** will be ticked when information has been entered into a patients Communicare clinical record.

The **“Send Shared Health Summary to My Health Record”** will be ticked when specific clinical item types are entered into a patients Communicare clinical record. These include: medications, procedures, diagnoses, allergies/alerts, immunisations



Step 4. At this point you need to consider if there is a benefit to future patient care to upload information to the My Health Record and if you should send an Event Summary, a Shared Health Summary or both.

Factsheet – Uploading a Shared Health Summary or Event Summary

NOTE: Best practice suggests you ask the patient permission to send information to their My Health Record. You will have an opportunity after this point to cancel sending an Event Summary or Shared Health Summary.

Step 5. If “Send Event Summary to My Health Record” is ticked this document will always be created first.

An Event Summary only captures information recorded during that consultation.

When generating an Event Summary all details entered in the consultation will be shown under “Event details-progress notes”

You can choose to **deselect** and remove items from the Event Summary if the patient requests or they are not necessary to upload.

The screenshot shows the 'New Event Summary' window for patient MARTIN BROWN, born 7 Oct 1965 (55 years*), male, with IHI 8003 6081 6670 0500. The event is dated 23 Mar 2021. The 'Event Details' section includes progress notes from Christine Ellison (General Medical Practitioner) at 09:53 am, detailing a hernia summary, an immunisation summary, and a counselling session. Below this is a table for 'Diagnoses/Interventions' with columns for Item, Date, and Comment. The 'Medical History' section includes a table for 'Immunisations - Administered Immunisations' with columns for Vaccine and Date. A disclaimer at the bottom states: 'An event summary is used to capture key health information about a clinically significant healthcare event that could be relevant to the ongoing care of an individual. It is not a complete health summary and should not be wholly relied upon, nor should it replace direct communication between healthcare providers.'

On the right side, there is a checklist of items to be included in the summary, all of which are checked:

- Event Summary
- Event Details
- Clinical Synopsis
- Progress Notes
- Immunisations
- Immunisation;ADT vaccine
- Diagnoses / Intervention
- Problem / Diagnosis
- hernia
- Procedures
- counselling about body image

At the bottom of the window, there are buttons for 'Show Details', 'Save and Upload to My Health Record', 'Print', 'Close', and 'Help'. A 'Show History' button is also visible above the 'Edit Clinical Synopsis' button.

Step 6. Select “Save and upload to My Health Record” for the Event summary to be uploaded.

If you select “Close” the Event Summary will not be uploaded

Factsheet – Uploading a Shared Health Summary or Event Summary

Step 7. If you had “**Send Shared Health Summary to My Health Record**” ticked from **Step 3** the next steps can be followed.

Once the Event Summary has been sent, a brief pop up will display in Communicare “**Generating Shared Health Summary**”

Step 8. A “**Shared Health Summary Exclusion Statement for the patient**” will be generated.

In the background generation of a Shared Health Summary if a patient record has nothing recorded in Communicare for procedures or medications an opportunity is provided for clinicians to indicate if this is due to “none known” or “none supplied” for the patient.

Shared Health Summary Exclusion Statements

Please select the Shared Health Summary Exclusion Statements for the patient

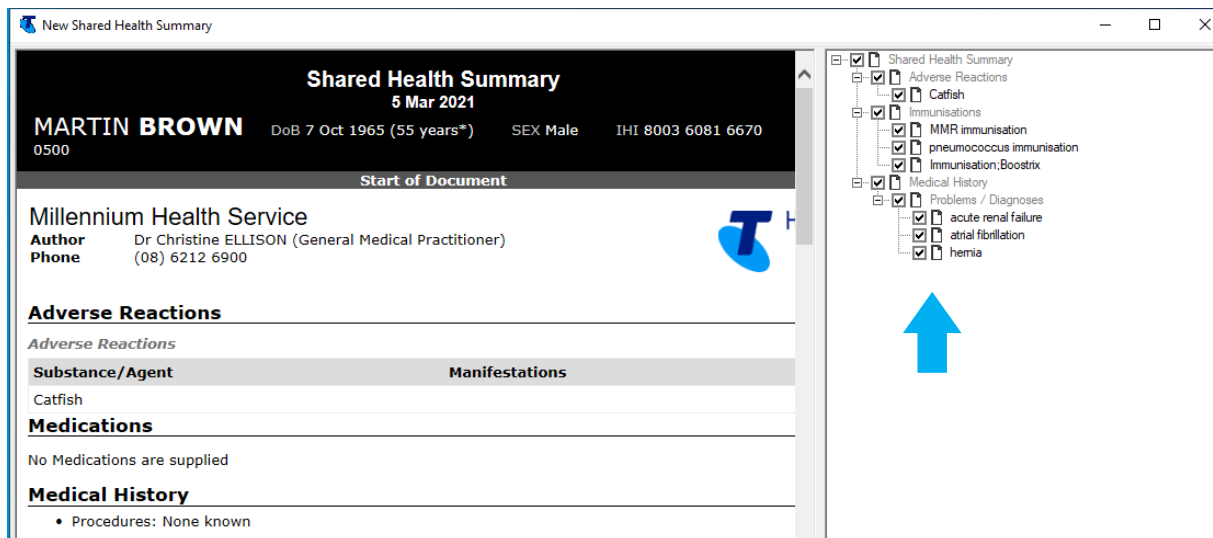
Patient	BROWN, MARTIN EVAN
Provider	Christine Ellison
Procedures	None known
Medications	None Supplied

Generate Shared Health Summary

Step 9. Select “**Generate Shared Health Summary**” to continue.

Step 10. The Shared Health Summary will be generated. You can choose to **deselect** and remove items from the Shared Health Summary if the patient requests or they are not necessary to upload. This is the same process when generating an Event Summary (see Step 6).

Factsheet – Uploading a Shared Health Summary or Event Summary

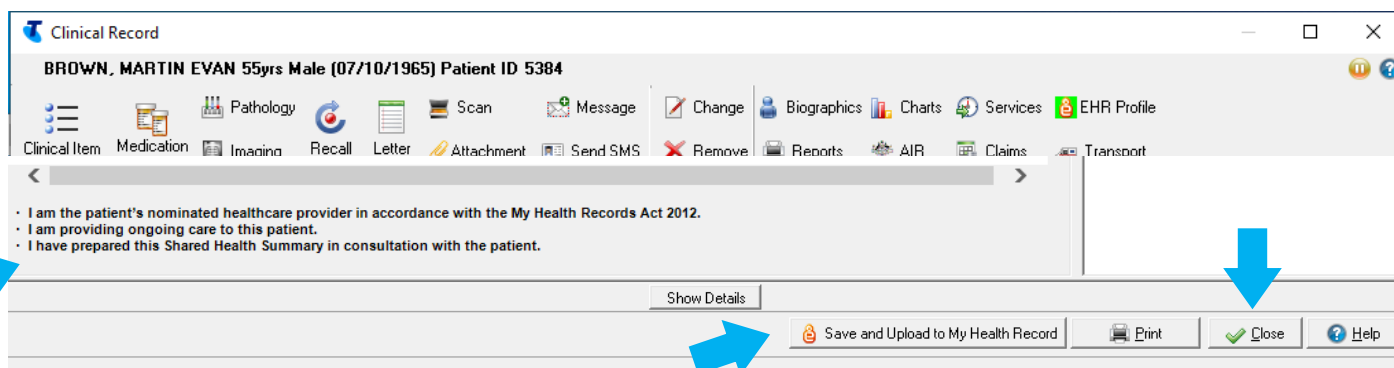


Step 11. The Shared Health Summary captures **past and current clinical information** from the patients Communicare record under 5 headings:

- Adverse Reactions
- Medications
- Medical History - diagnoses
- Medical History- procedures
- Immunisations

If the patient has no information under these headings (see step 9) it will read “none supplied” or “none known”

Step 12. After reviewing the Shared Health Summary and **consulting with the patient and agree to the three statements**, select **“Save and Upload to My Health Record”**



If you do not want to send the Shared Health Summary to the My Health Record you may select **“Close”** and exit the record.