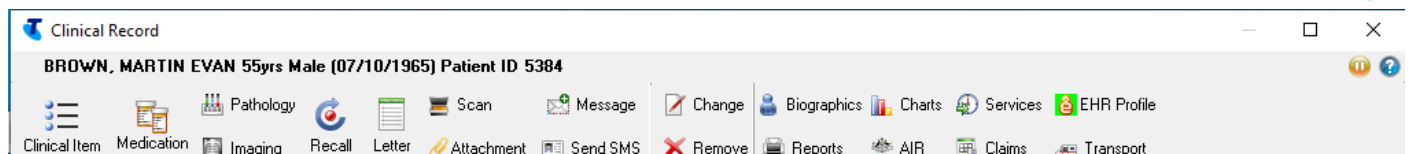# Factsheet – Uploading a Shared Health Summary or Event Summary

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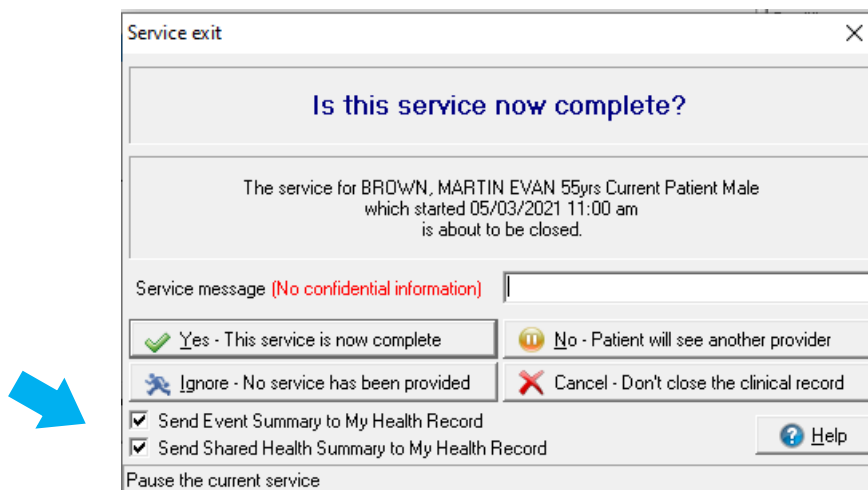
Step 4.   At this point you need to consider if there is a benefit to future patient care to upload information to the My Health Record and if you should send an Event Summary, a Shared Health Summary or both.

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.

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

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.

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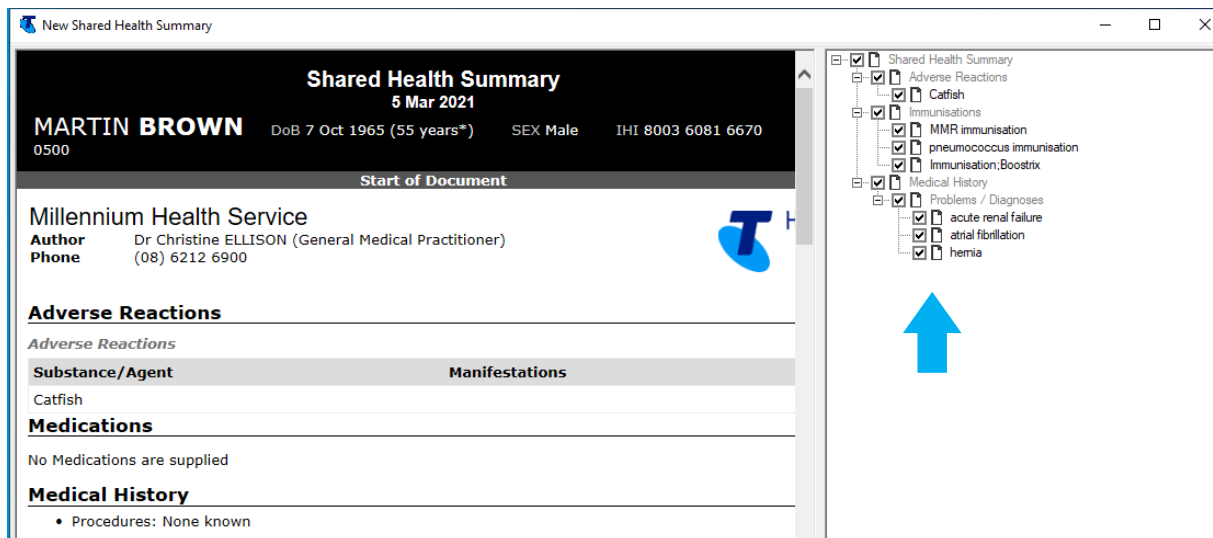
Step 11. The Shared Health Summary captures **past and current clinical information** from the patients Communicare record under 5 headings:

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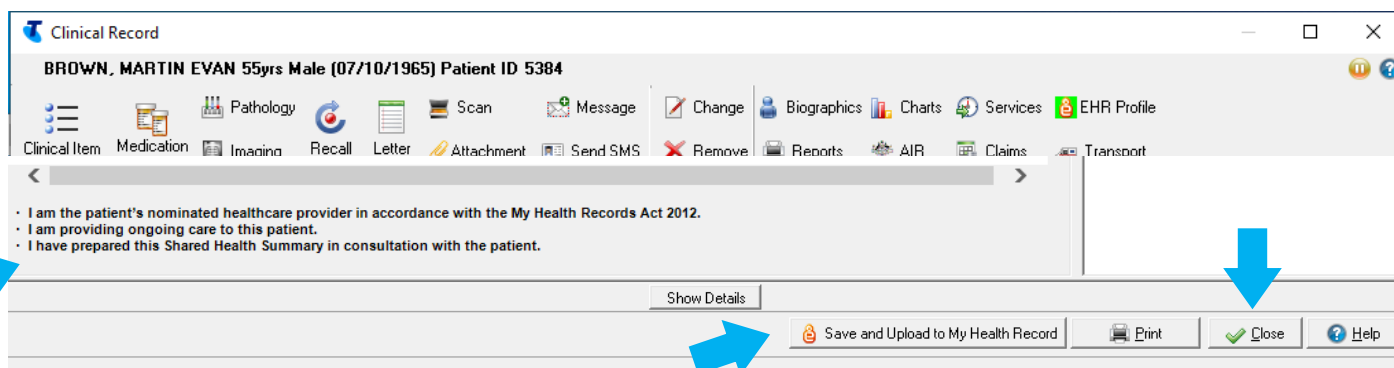
If you do not want to send the Shared Health Summary to the My Health Record you may select **"Close"** and exit the record.