


Upload a Shared Health Summary

Before undertaking these steps, please ensure that:

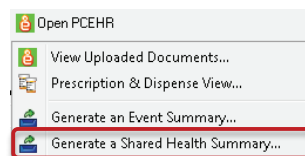
- You and your practice are set up for using eHealth. Speak to your Practice Manager or go to: <http://www.nehta.gov.au/get-started-with-ehealth/set-up> for more information.
- You are able to access your patient's eHealth record:
 - Their Individual Healthcare Identifier (IHI) has been validated in your system.
 - The PCEHR icon  is Green.

1

In the patient's record, click **Open PCEHR**

Note: The 'Generate a Shared Health Summary' workflow will also be triggered when you exit a service by clicking 'Yes - This service is now complete' and the Send Shared Health Summary to PCEHR is ticked.

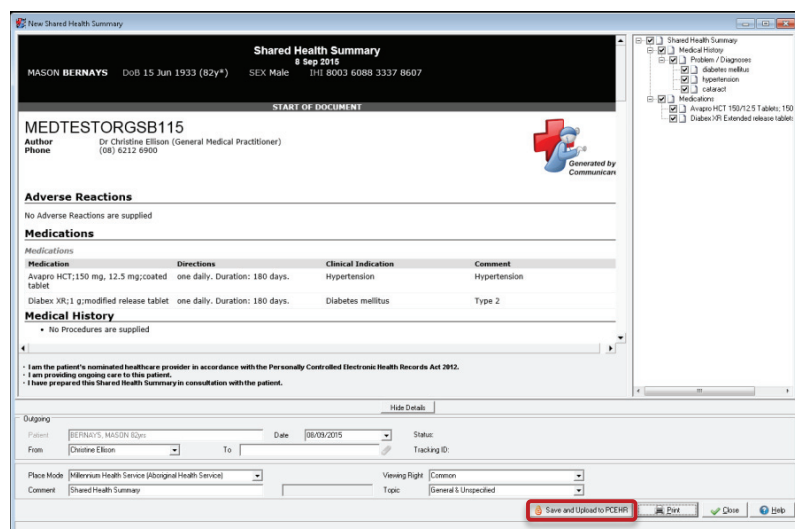
Select **Generate a Shared Health Summary**



2

The Shared Health Summary will auto-populate from the patient's record

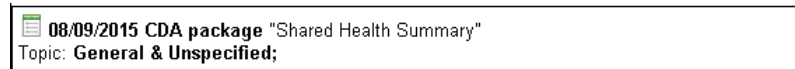
Confirm selections in the right panel. Check accuracy and click **Save and Upload to PCEHR**.



If the upload is unsuccessful, an error message will appear on the screen.

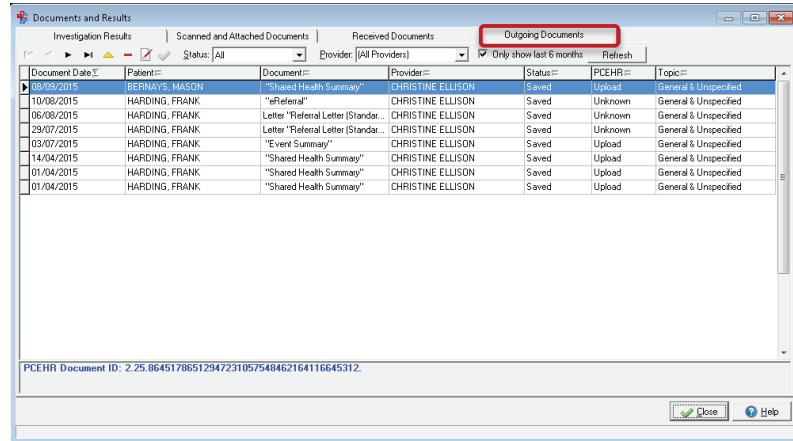
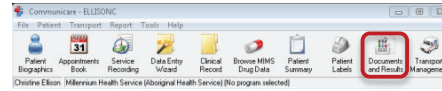
3

Auto-notation in Progress Notes



Upload a Shared Health Summary

- 4 The successfully uploaded Shared Health Summary appears in the **Outgoing Documents** tab in **Documents and Results** window



Document Date	Patient	Document	Provider	Status	PCEHR	Topic
08/05/2015	BERNAYS, MASON	"Shared Health Summary"	CHRISTINE ELLISON	Saved	Upload	General & Unspecified
10/08/2015	HARDING, FRANK	"Referral"	CHRISTINE ELLISON	Saved	Unknown	General & Unspecified
16/09/2015	HARDING, FRANK	Letter "Referral Letter (Standar...	CHRISTINE ELLISON	Saved	Unknown	General & Unspecified
23/07/2015	HARDING, FRANK	Letter "Referral Letter (Standar...	CHRISTINE ELLISON	Saved	Unknown	General & Unspecified
03/07/2015	HARDING, FRANK	"Event Summary"	CHRISTINE ELLISON	Saved	Upload	General & Unspecified
14/04/2015	HARDING, FRANK	"Shared Health Summary"	CHRISTINE ELLISON	Saved	Upload	General & Unspecified
01/04/2015	HARDING, FRANK	"Shared Health Summary"	CHRISTINE ELLISON	Saved	Upload	General & Unspecified
01/04/2015	HARDING, FRANK	"Shared Health Summary"	CHRISTINE ELLISON	Saved	Upload	General & Unspecified

Useful Links:

- Software demonstration for uploading a Shared Health Summary – Communicare Software
<http://www.nehta.gov.au/assets/cup-articulate/uploading-shared-health-summaries/communicare/>
- On Demand Training
<http://www.nehta.gov.au/using-the-ehealth-record-system/ehealth-training-resources/on-demand>

For assistance, contact the NEHTA Help Centre on 1300 901 001 or help@nehta.gov.au