

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 eHealth Icon in the Patient Tool Bar is Orange or Green

1

In the patient's record within the Clinical Records module, click the **Quick Documents** icon

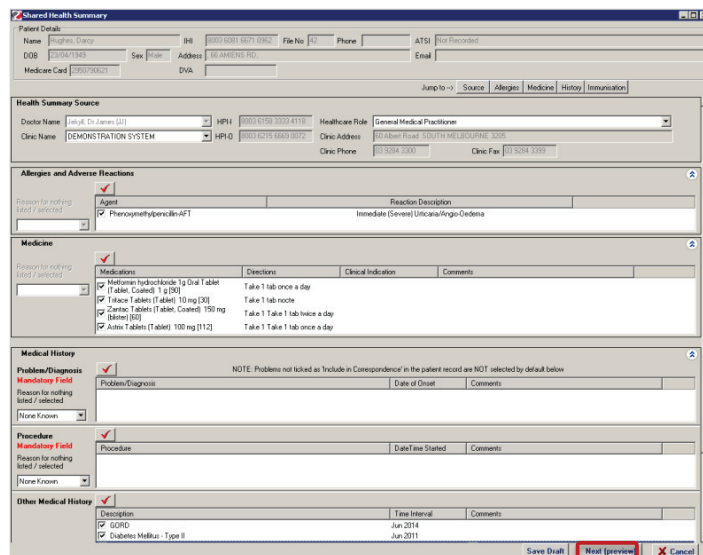


2

Select PCEHR Summaries, then **Shared Health Summary**



Summary will auto-populate from patient record. Confirm selections and apply reason for nothing listed/selected as applicable. Click **Next (preview)**.



Shared Health Summary

Patient Details:
 Name: [Patient Name] IHI: [IHI] File No: [File No] Phone: [Phone] ATSI: [ATSI] Not Recorded
 DOB: [DOB] Sex: [Sex] Email: [Email]
 Medicare Card: [Medicare Card] DVA: [DVA]

Health Summary Source:
 Doctor Name: [Doctor Name] HPI: [HPI] Healthcare Role: [Healthcare Role]
 Clinic Name: [Clinic Name] HPI: [HPI] Clinic Address: [Clinic Address]
 Clinic Phone: [Clinic Phone] Clinic Fax: [Clinic Fax]

Allergies and Adverse Reactions:
 Reason for nothing listed/selected: [Reason]

Agent	Reaction Description
<input checked="" type="checkbox"/> Phenoxymethylpenicillin-AFT	Immediate (Swollen) Urticaria/Anaphylaxis/Oedema

Medicine:
 Reason for nothing listed/selected: [Reason]

Medications	Directions	Clinical Indication	Comments
<input checked="" type="checkbox"/> Metformin hydrochloride 1g Oral Tablet (Tablet, Coated) 1g (80)	Take 1 tab once a day		
<input checked="" type="checkbox"/> Traces Tablet (Tablet) 10 mg (30)	Take 1 tab twice		
<input checked="" type="checkbox"/> Zyrtec Tablet (Tablet, Coated) 10 mg (60)	Take 1 Tab 1 tab twice a day		
<input checked="" type="checkbox"/> Avire Tablet (Tablet) 100 mg (112)	Take 1 Tab 1 tab once a day		

Medical History:
 NOTE: Problems not ticked as 'Include in Correspondence' in the patient record are NOT selected by default below
Problem/Diagnosis
 Reason for nothing listed/selected: [Reason]

Problem/Diagnosis	Date of Onset	Comments
<input checked="" type="checkbox"/> None Known		

Procedure
 Reason for nothing listed/selected: [Reason]

Procedure	Date/Time Started	Comments
<input checked="" type="checkbox"/> None Known		

Other Medical History

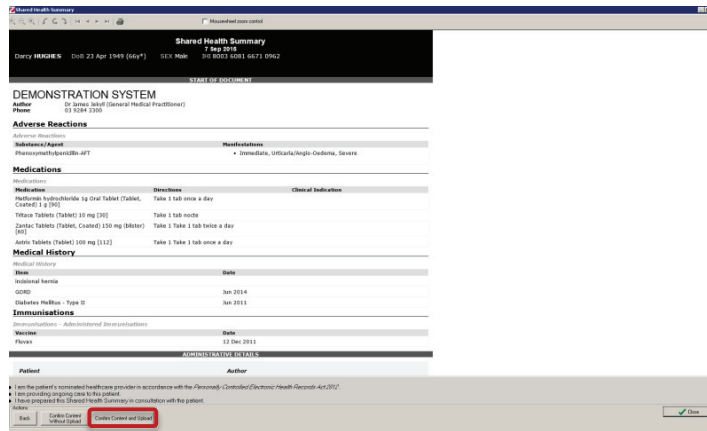
Description	Time Interval	Comments
<input checked="" type="checkbox"/> SORD	Jun 2014	
<input checked="" type="checkbox"/> Diabetes Mellitus - Type II	Jun 2011	

Buttons: Save Draft, **Next (preview)**, Cancel

Upload a Shared Health Summary

3 Check accuracy and select **Confirm Content and Upload**.

If the upload is unsuccessful, an error message is sent through Zedmed's intramail.



4 The successfully uploaded Shared Health Summary appears in the **Documents** tab



Useful Links:

- Software demonstration for uploading a Shared Health Summary – Zedmed Software
<http://www.nehta.gov.au/assets/cup-articulate/uploading-shared-health-summaries/zedmed/>
- 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