

# Factsheet - Event Summary and Shared Health Summary - Communicare

## Step by step guide to authoring and uploading an Event Summary and a Shared Health Summary

This factsheet will show you how to author and upload information to the My Health Record at the end of a consultation.

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

*Clinical items have the option to “Display on Main Summary” or where appropriate “Display on Obstetric Summary”. The difference and importance of this will be explained in the following pages.*

**Add Clinical Item - BROWN, MARTIN EVAN 55yrs Current Patient Male**

**Hernia**  
Christine Ellison, Millennium Health Service (Aboriginal Health Service) 23/03/2021 09:53 am

Comment: LLQ Hernia Display on Main Summary

From Date: 23/03/2021

Viewing right: Common Print & Save Save Cancel Help

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**Add Clinical Item - BROWN, MARTIN EVAN 55yrs Current Patient Male**

**Counselling;body image**  
Christine Ellison, Millennium Health Service (Aboriginal Health Service) 23/03/2021 09:53 am

Comment: first counselling session Display on Main Summary

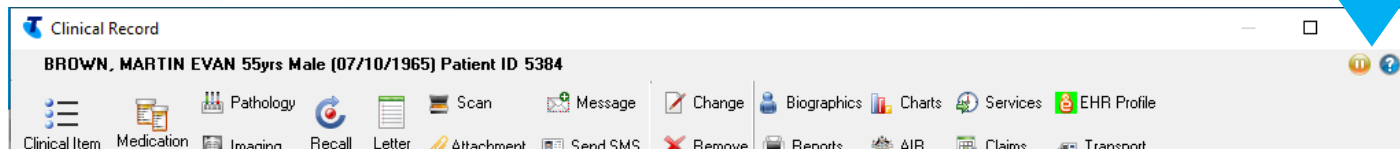
Performed date: 23/03/2021

Actual duration (minutes):

Viewing right: Psychological Print & Save Save Cancel Help

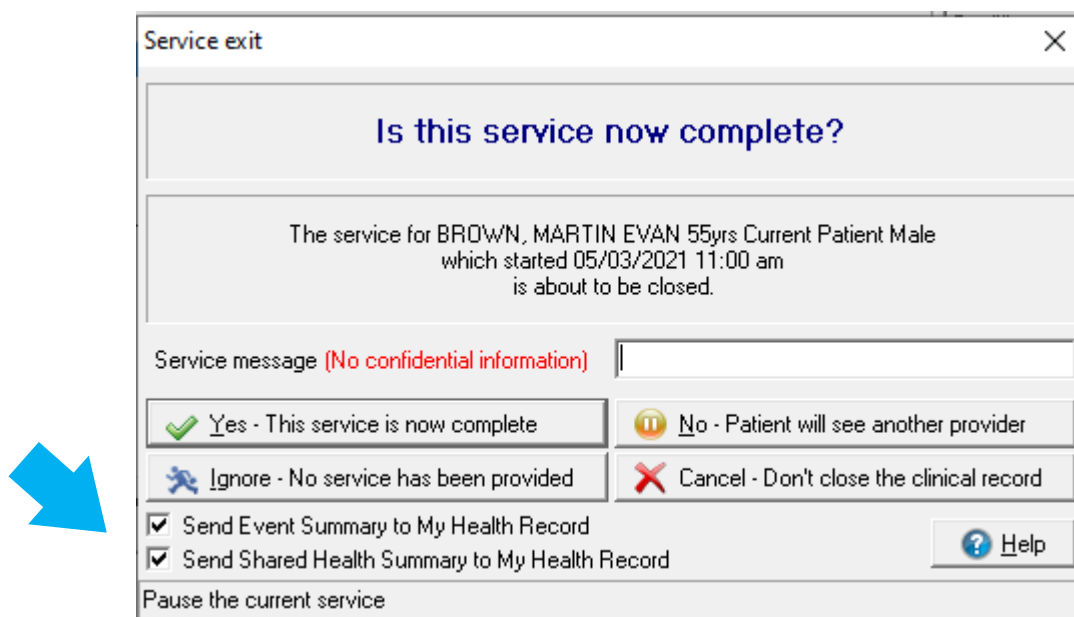
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**Step 2.** Close the consult as per usual practice



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

The **“Send Shared Health Summary to My Health Record”** will be ticked when specific clinical item types are entered into a patient’s 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.

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**Step 5.** 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 6.** 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.*

In Step 1 we selected “Hernia” to “display on main summary”, we did not select “counselling” to “display on main summary”

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 displays the 'New Event Summary' window for patient MARTIN BROWN, dated 23 Mar 2021. The interface is divided into two main panes. The left pane shows the 'Event Details' section with progress notes and a table of medical history. The right pane shows a checklist of items to be included in the summary, with checkboxes for 'Event Summary', 'Event Details', 'Clinical Synopsis', 'Progress Notes', 'Immunisations', 'Immunisation;ADT vaccine', 'Diagnoses / Intervention', 'Problem / Diagnosis', 'hernia', 'Procedures', and 'counselling about body image'. The 'counselling about body image' item is unchecked. At the bottom, there are buttons for 'Show Details', 'Save and Upload to My Health Record', 'Print', 'Close', and 'Help'. Blue arrows point to the 'Show Details' button, the 'counselling about body image' checkbox, the 'Show History' button, and the 'Save and Upload to My Health Record' button.

**Event Summary**  
23 Mar 2021

**MARTIN BROWN** DoB 7 Oct 1965 (55 years\*) SEX Male IHI 8003 6081 6670 0500

**Event Details**

**Progress Notes:** Tue 23/03/2021 09:53 am Millennium Health Service (Aboriginal Health Service)

Christine Ellison (General Medical Practitioner) 09:53 am

23/03/2021 hernia "LLQ Hernia" Summary

23/03/2021 Immunisation;ADT vaccine "cut to left arm on barbed wire" Summary

23/03/2021 counselling about body image "first counselling session"

**Diagnoses/Interventions**

**Medical History**

Item	Date	Comment
Counselling;body image	23 Mar 2021	first counselling session
Hernia	23 Mar 2021	LLQ Hernia

**Immunisations**

**Immunisations - Administered Immunisations**

Vaccine	Date
Immunisation;ADT vaccine	23 Mar 2021

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.

Event Summary Checklist:

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

Buttons: Show Details, Save and Upload to My Health Record, Print, Close, Help

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**Step 7.** 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 8.** 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 9.** 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

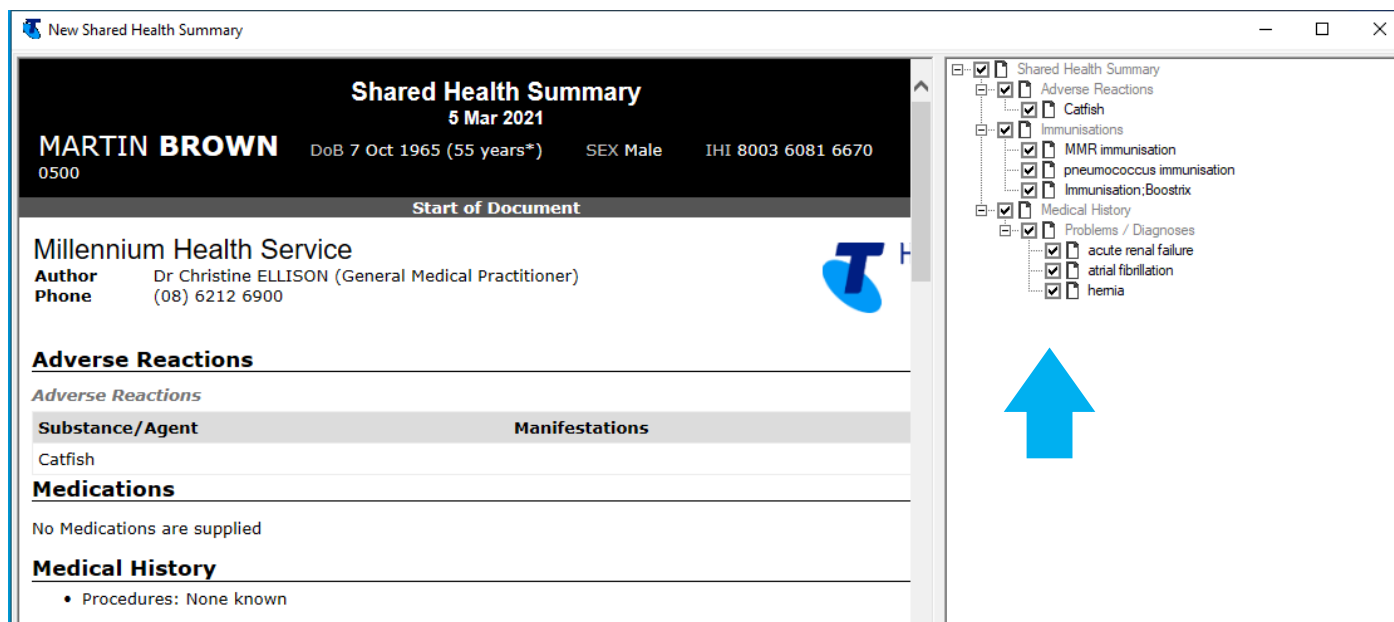
Patient	BROWN, MARTIN EVAN
Provider	Christine Ellison
Procedures	None known
Medications	None Supplied

Generate Shared Health Summary

**Step 10.** Select **“Generate Shared Health Summary”** to continue.

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- Step 11.** 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).



The screenshot shows a window titled "New Shared Health Summary" with a patient summary on the left and a checklist on the right. The patient summary includes:

- Shared Health Summary** 5 Mar 2021
- MARTIN BROWN** DoB 7 Oct 1965 (55 years\*) SEX Male IHI 8003 6081 6670 0500
- Start of Document**
- Millennium Health Service**
- Author** Dr Christine ELLISON (General Medical Practitioner)
- Phone** (08) 6212 6900
- Adverse Reactions**
- Adverse Reactions*
- Substance/Agent** Catfish
- Manifestations**
- Medications**
- No Medications are supplied
- Medical History**
- Procedures: None known

The checklist on the right includes:

- Shared Health Summary
- Adverse Reactions
- Catfish
- Immunisations
  - MMR immunisation
  - pneumococcus immunisation
  - Immunisation;Boostrix
- Medical History
  - Problems / Diagnoses
    - acute renal failure
    - atrial fibrillation
    - hernia

A blue arrow points to the "Problems / Diagnoses" section of the checklist.

- Step 12.** The Shared Health Summary captures **past and current clinical information** from the patients Communicare record under 5 headings:

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

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

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**Step 13.** The **Shared Health Summary** will **ONLY** indicate clinical items that have been ticked to **“Display on Main Summary”** or **“Display on Obstetric Summary”**

You will **not** see **“Counselling-Body Image”** as recorded in the patient record in Step 1 as it was not ticked to **“Display on Main Summary”**.

“Hernia” was ticked **“Display on Main Summary”** as is shown below

## Medical History

Item	Date	Comment
Hernia	23 Mar 2021 ->	LLQ Hernia
Abnormal;ear;shape	22 Mar 2021 ->	lesfhasfhalhf
Funny turn	22 Mar 2021 ->	testing tummy
Tongue tied	10 Mar 2021 ->	test
Hernia	5 Mar 2021 ->	LUQ PMHx
Fibrillation;atrial	5 Feb 2005 ->	
Failure;renal;acute	19 Feb 2003 ->	Patient admitted to hospital

## Immunisations

### Immunisations - Administered Immunisations

Vaccine	Date
Immunisation;ADT vaccine	23 Mar 2021
Immunisation;Boostrix	5 Mar 2021
Immunisation;MMR	3 Mar 2004
Immunisation;pneumococcus	4 Apr 2003

**Step 14.** 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”**

Clinical Record  
BROWN, MARTIN EVAN 55yrs Male (07/10/1965) Patient ID 5384

Clinical Item Medication Pathology Imaging Recall Letter Attachment Send SMS Remove Reports AIR Claims Transport

- I am the patient's nominated healthcare provider in accordance with the My Health Records Act 2012.
- I am providing ongoing care to this patient.
- I have prepared this Shared Health Summary in consultation with the patient.

Show Details

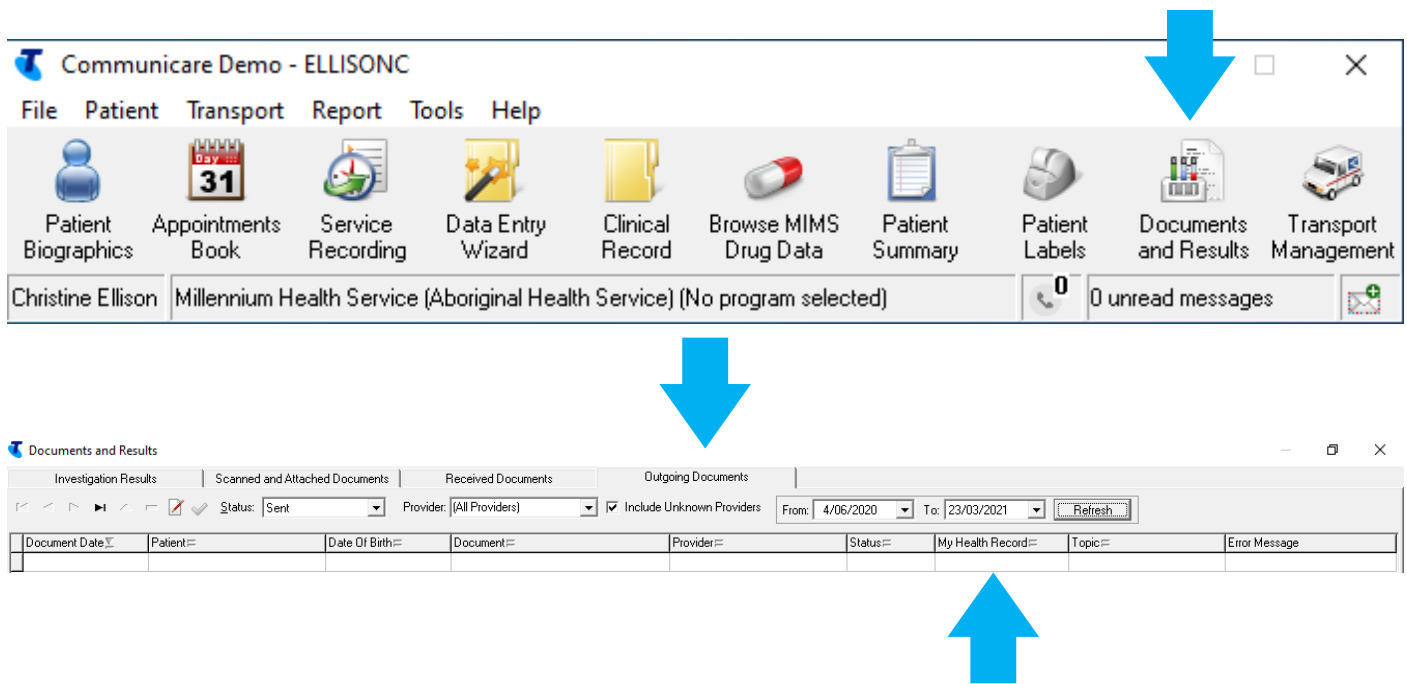
Save and Upload to My Health Record Print Close Help

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

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## Event Summary or Shared Health Summary in Communicare

1. The Event Summary and Shared Health Summary are saved in the patient's local clinical record in the Documents and Results section in the Outgoing Documents tab.



2. In the Progress Notes tab there will be an indication of the authoring and uploading of a CDA package "Event Summary" or a CDA Package "Shared Health Summary". You can then double click and view a copy of the document.

