

# My Health Record - Uploading a Discharge Summary

Once your hospital is set up to upload Discharge Summaries to My Health Record (MHR), users will be able to follow these instructions in order to complete that task.

Removing Discharge Summaries will also be covered.

To upload a patient's Discharge Summary, ensure the **MHR Consent** box is selected in the associated appointment.

If the **MHR Consent** box is ticked on the patient screen, it will automatically be selected when the appointment is scheduled.

If the patient withdraws their consent for the Discharge Summary to be uploaded for a particular episode, the box on the **Edit Appointment Screen** should be unticked.

Back to Appointments / Edit Appointment

**BEACHES, Sandy**

MRN 199  
 File No -  
 DOB 10/04/1986 (39)  
 Sex Female  
 Mobile 0411 111 111  
 Medicare -  
 Veterans -

**Allergies**

**Alert**

**Notes**

**Document Alert**

**Booking Details**

Location Shaes Private Hospital  
 Theatre/List Theatre 3 Roster Select Roster  
 Dr/Surgeon PIERCE, Dr Hawkeye  
 Surgical Assistant  
 Other Surgical Assistant  
 Anaesthetist STARR, Dr Ringo  
 Anaesthetic (Primary) IV/Sedation Anaesthetic  
 Appointment Date 27/10/2025 Time 11:05 Adm # 1047  
 Appointment Type Special Make Recurring Mins 15  
 Procedure Notes Right Cat & IOL  
 Other Notes  
 Checklist  
 OEC Received OEC Checked Pre-Admission Contacted  
 IFC Created IFC Signed Admission Form Received  
 Chart Ready Consent Received Post-Discharge Contacted  
 Documents Scanned  
 Patient Category Day Only Start at Day 1 Discharge 0  
 Accom Type Accom - Medi... Room Type Private  
 Provisional DRG Program Status Start Select Epis...  
 Bed Notes  
 Cancelled Confirmed Arrived Time  
 Booking Code 1 Booking Code 2  
 Food Instructions  
 Fasting Food Fasting Fluids  
 Planned Time in Theatre Admission Time Procedure Time  
 Program NHTP No In fold  
 Flags New Patient Interm Billing Medical Only  MHR consent

Once it is established that the MHR Consent box is ticked, navigate to the patient's **Documents**.

Utilise the **Import** or **Scan** feature to import a document into FYDO:

199 - BEACHES, Sandy (10/04/1986 - 39) Clinic 0.00 Hospital 0.00 Total 0.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking **Documents** Clinical

All Document Type Show deleted documents Search Admission Select Admission Date

**Import** **Scan** **New Letter**

Document Name	Type	Adm Date	MHR	Created
AdmissionForm_001	Admission Form	-		04/12/2024

If you would like to use the **Create Letter** feature in FYDO to generate a Discharge Summary, do this from the **Right-Click Menu** on the **Appointments Screen** to ensure all episodic data is loaded into the document.

Ensure that the document is saved with a **Document Type** linked to **MHR Template > Discharge Summary (DISSU)**. This may need to be set up for your facility in **Documents > Documents Types**. (Reach out to our support staff for assistance with this)

A **Doctor** with a successfully verified **HPI-I** will also need to be allocated.

**New Letter**

Select a template  ▼

Document Name

**Document Type**  ▼

**Doctor**  ▼

Admission  ▼

**Referring Details**

Previous Referrals  ▼

Referring Doctor

Referring Date

Period

First Consult

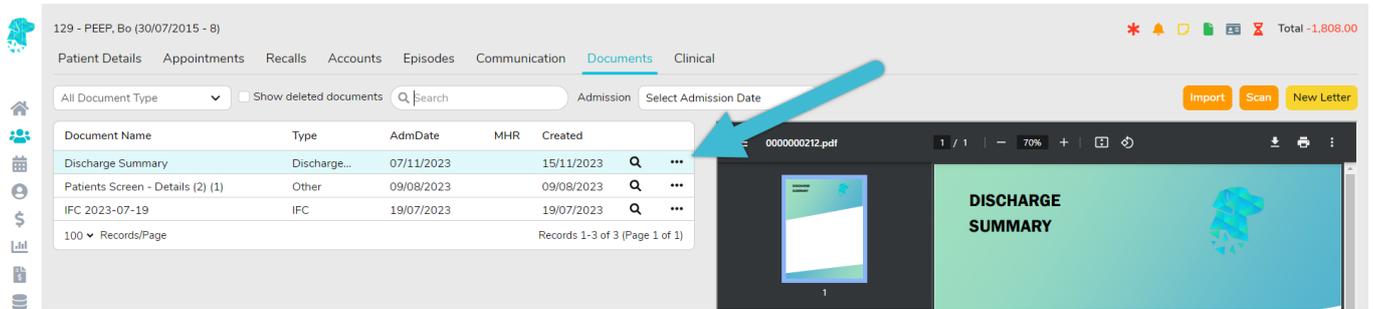
Attempting to upload a document that is not assigned a MHR Template type of 'Discharge Summary' will trigger an alert message. Only Discharge Summaries can be uploaded to MHR through FYDO.

**MHR – Document Upload**

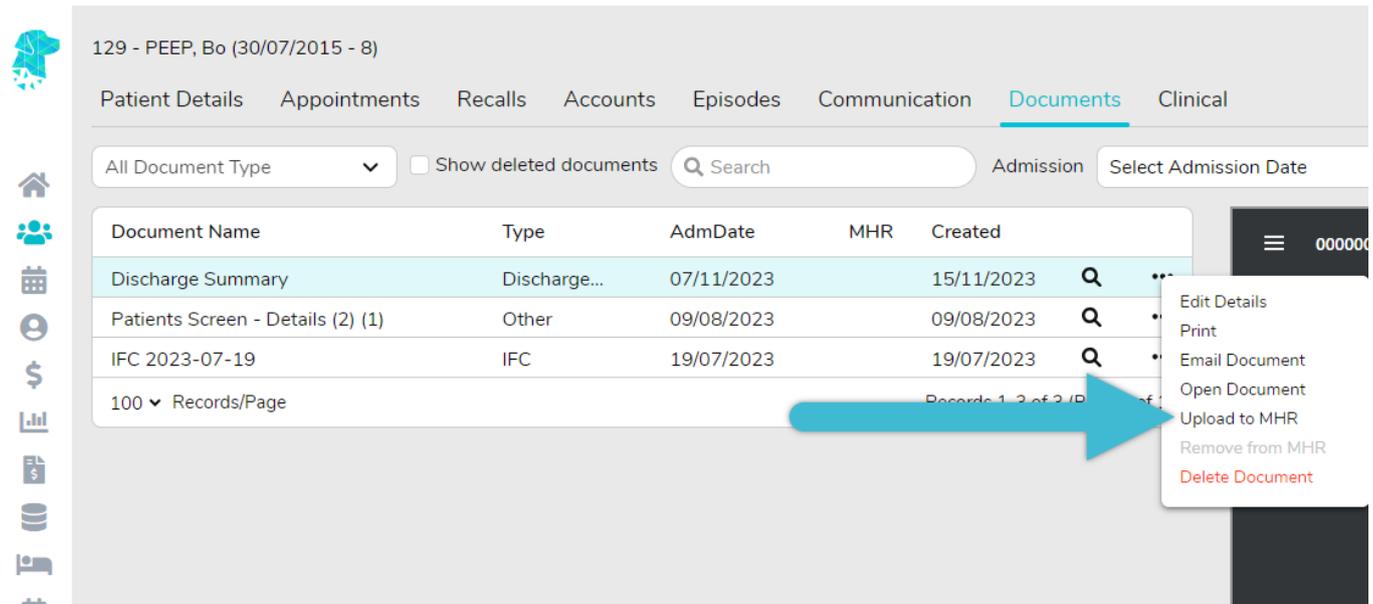
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This document cannot be uploaded as we currently can only upload Discharge Summaries. Ensure the document type is set Discharge Summary in Settings > Document Types.

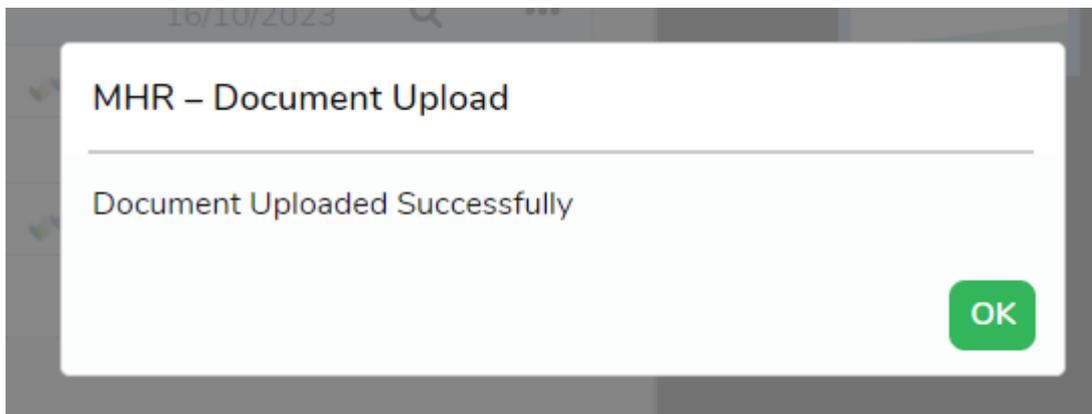
After the required document is uploaded, click the three dots to display the **Menu**.



Select **Upload to MHR**.



A confirmation message indicating a successful upload will be displayed.



Documents that have been uploaded can be identified by the MHR symbol.

129 - PEEP, Bo (30/07/2015 - 8)

Patient Details Appointments Recalls Accounts Episodes Communication Documents Clinical

All Document Type  Show deleted documents Search Admission Select Admiss

Document Name	Type	AdmDate	MHR	Created		
Discharge Summary	Discharge...	07/11/2023		15/11/2023	Q	...
Patients Screen - Details (2) (1)	Other	09/08/2023		09/08/2023	Q	...
IFC 2023-07-19	IFC	19/07/2023		19/07/2023	Q	...

100 Records/Page Records 1-3 of 3 (Page 1 of 1)

Documents can be **removed** from MHR by following the same process above and selecting **Remove from MHR**.

DocFullName	Document	11/10/2023		11/10/2023	Q	...
100 Records/Page				Records 1-8 of 8 (Page 1 of 1)		

- Edit letter
- Edit Details
- Print
- Email Document
- Open Document
- Upload to MHR
- Remove from MHR
- Delete Document

Confirm the removal by clicking **Yes**.

**MHR - Remove Document**

Are you sure you wish to remove this document from the patient's My Health Record?

Yes Cancel

A confirmation of successful removal will be displayed.

**MHR - Remove Upload**

Document Removed Successfully

OK

For more helpful information related to **My Health Record** visit our associated wiki pages to:

Add your **organisations** HPI-O to FYDO [here](#).

Add your **doctors** HPI-I to FYDO [here](#).

Check a **patients** IHI in FYDO [here](#).