

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

☐ 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 or create a **New Letter** using a template that you have previously loaded into FYDO.

Back to Appointments / 199 - BEACHES, Sandy (10/04/1986 - 39)

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	

Ensure that the document is saved with a **Document Type** linked to **MHR Template > Discharge Summary (DISSU)**.

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

New Letter

Select a template

DocFullName

▼

Document Name

DocFullName

Document Type

Letter

▼

Doctor

▼

Admission

▼

Referring Details

Previous Referrals

▼

Referring Doctor

Search for a Referring Doctor

Referring Date

Period

First Consult

Cancel

Create Letter

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

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.

OK

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

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

All Document Type ☐ Show deleted documents Search Admission Select Admission Date Import Scan New Letter

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)

0000000212.pdf 1 / 1 70% +

DISCHARGE SUMMARY

Select **Upload to MHR**.

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

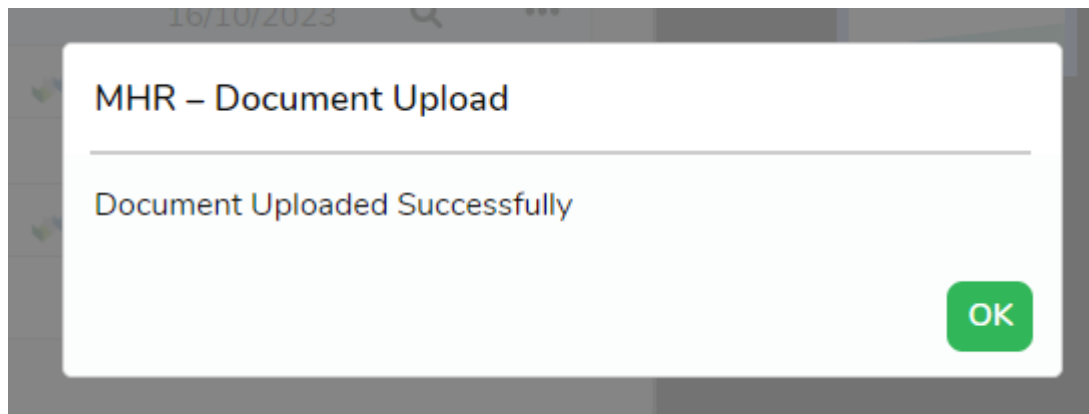
All Document Type ☐ Show deleted documents Search Admission Select Admission Date

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)

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

A confirmation message indicating a successful upload will be displayed.







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

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


All Document Type ☐ Show deleted documents Admission Select Admiss

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

100 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		...
100 <input type="text" value="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?

A confirmation of successful removal will be displayed.

MHR – Remove Upload

Document Removed Successfully

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](#).