

My Health Record - Uploading a Discharge Summary

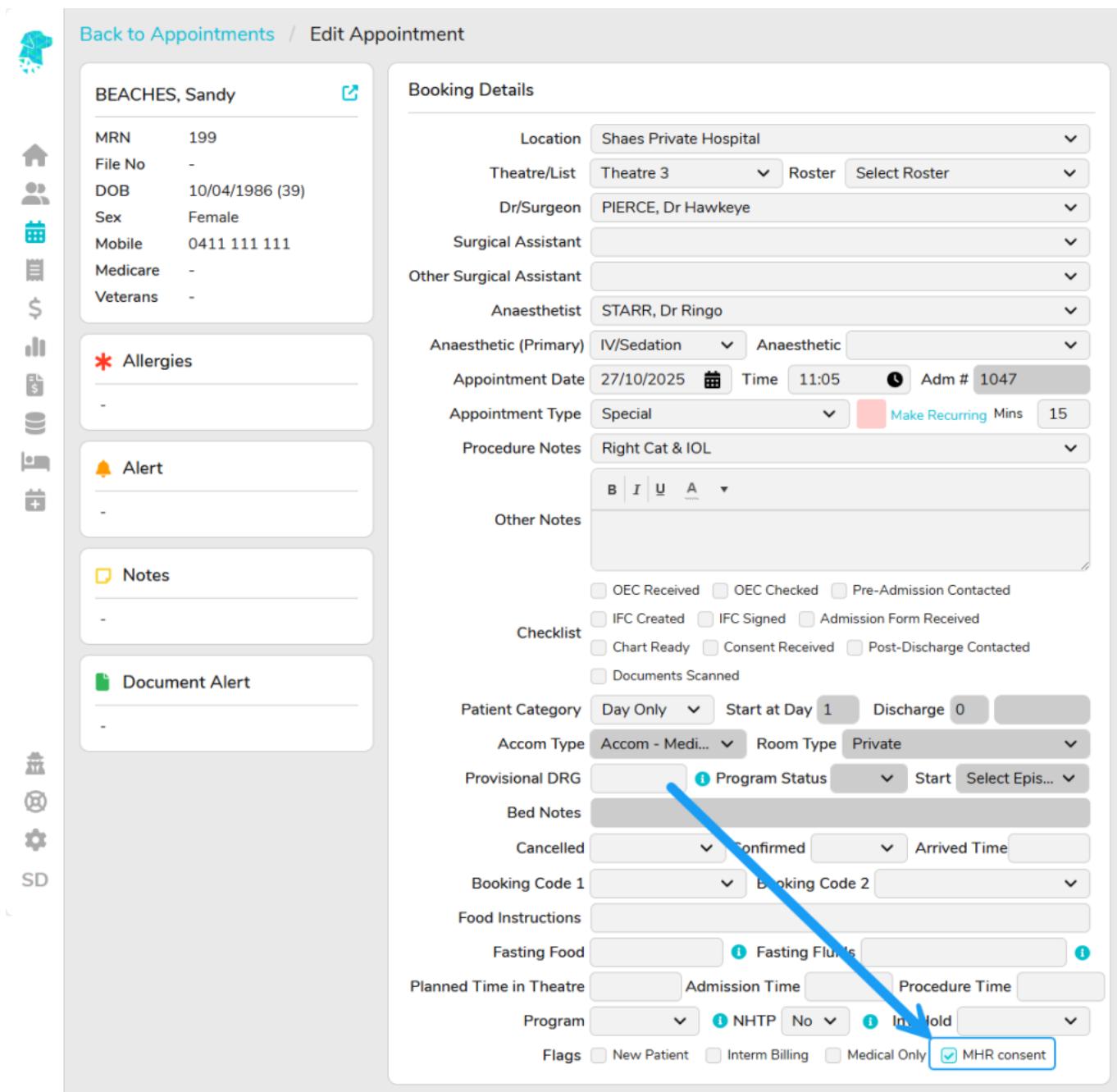
Once your hospital is set up to upload Discharge Summaries to My Health Record (MHR), users will be able to follow these instructions in order to complete that task.

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

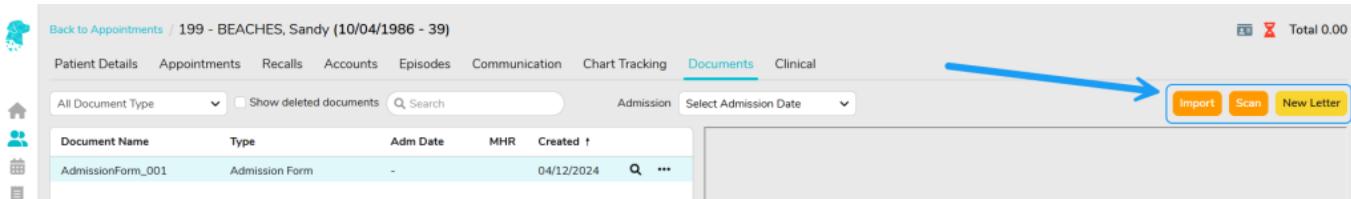
OEC Received OEC Checked Pre-Admission Contacted
 IFC Created IFC Signed Admission Form Received
 Chart Ready Consent Received Post-Discharge Contacted
 Documents Scanned

Checklist

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 Hold
Flags New Patient Interim 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

Document Name	Type	Adm Date	MHR	Created
AdmissionForm_001	Admission Form	-	04/12/2024	<input type="checkbox"/> ...

Import Scan New Letter

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

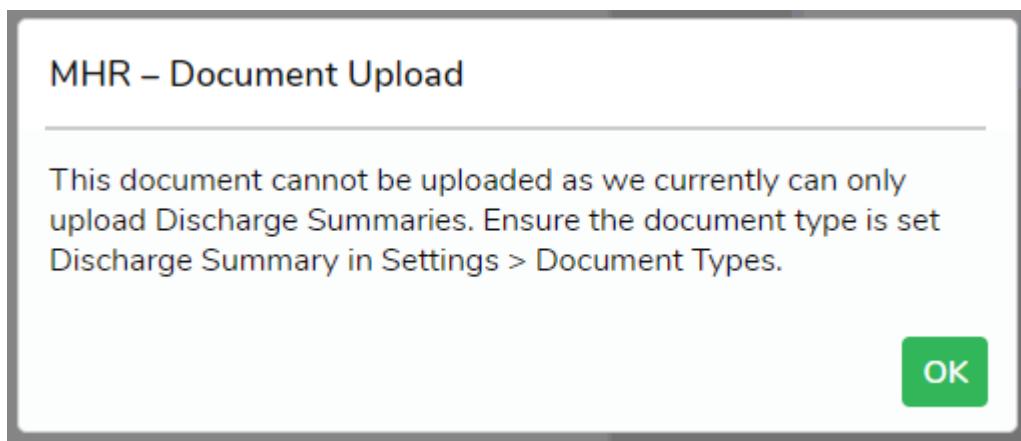
Select a template	DocFullName
Document Name	DocFullName
Document Type	Letter
Doctor	
Admission	

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.



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

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Documents

All Document Type Admission

Document Name	Type	AdmDate	MHR	Created	Actions
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		

000000212.pdf 1 / 1 - 70%

100 ▾ Records/Page

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



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 Admission

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/Page

Records 1 - 3 of 3 / Page

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.

A screenshot of a mobile application interface. At the top, there is a dark header bar with the date '16/10/2023' on the left, a magnifying glass icon for search in the center, and three vertical dots for more options on the right. The main content area has a white background. At the top left of this area, the text 'MHR – Document Upload' is displayed in a dark font. Below this, a horizontal line separates the header from the message. The central message is 'Document Uploaded Successfully' in a dark font. In the bottom right corner of the white area, there is a green button with the word 'OK' in white. The overall layout is clean and modern, typical of a mobile application's confirmation screen.

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

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

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

- ...
 - 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](#).