

Uploading a Patient's document to the My Health Record

Open the patient's record



My Health Record menu



Select *Create Shared Health Summary*



Review the data

(Confirm that all medical information of the patient is accurate before uploading the document to the patient's My Health Record system and discuss with the patient)



Click *Preview*



Click *Upload* to proceed uploading

(You will receive an acknowledgement saying the document has been successfully uploaded)

Accessing a Patient's existing document from the My Health Record

Open the patient's record



Click *My Health Record* button

(Click *Save* if you want to save to your local record)