

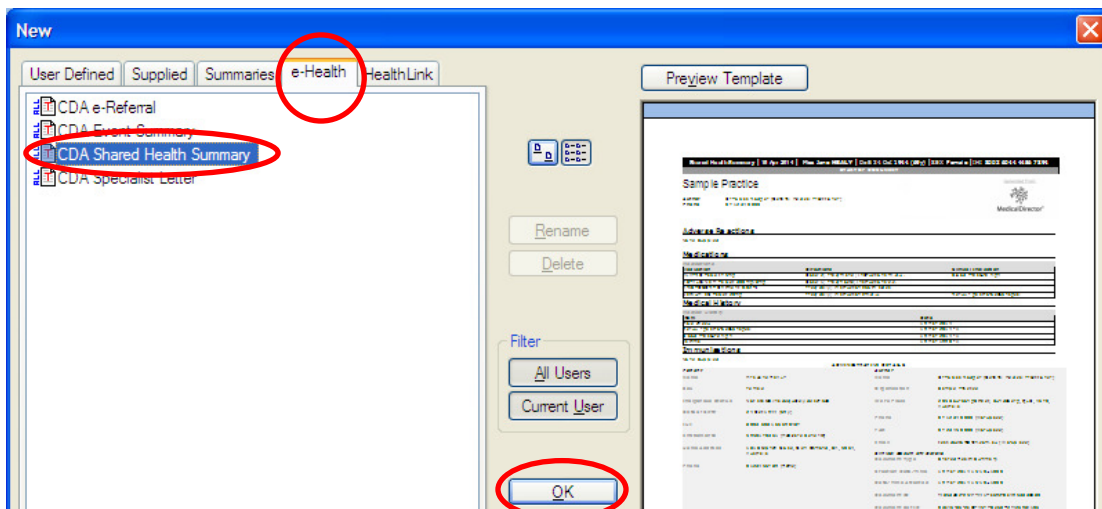
## Medical Director 3.17 or higher

### How to upload a Shared Health Summary (SHS)

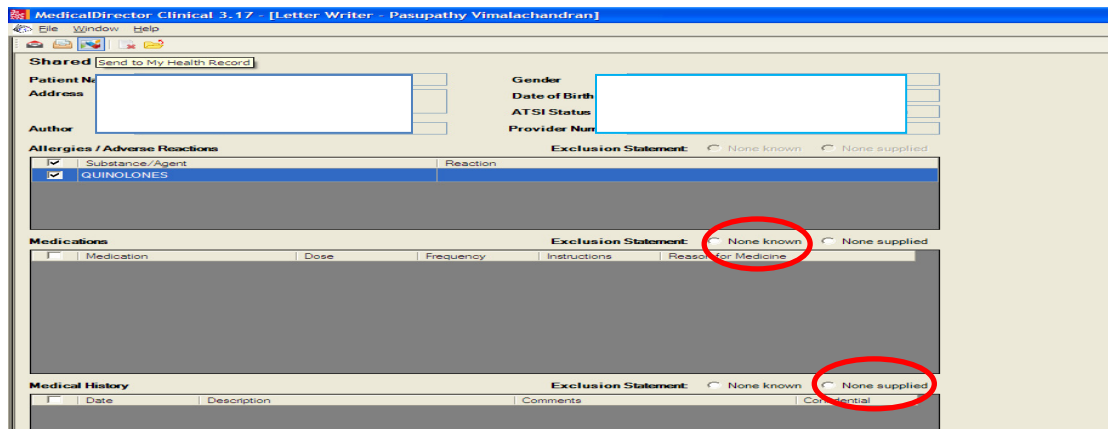
**Step 1:** Go to 'letter writer' and then 'New'.



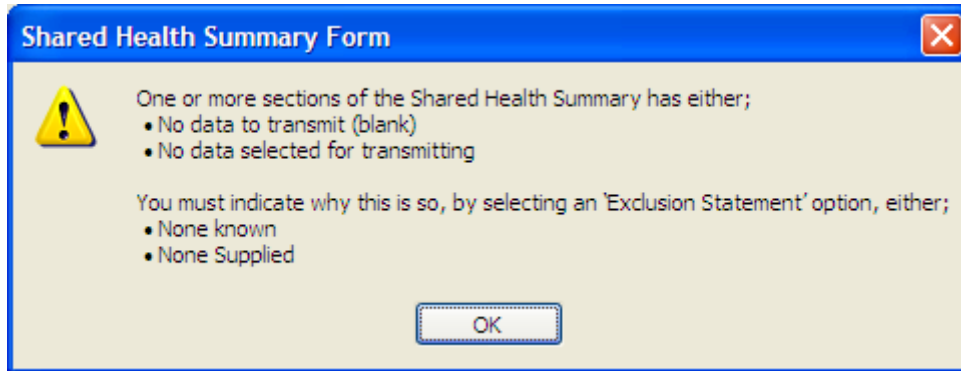
**Step 2:** Click 'e-Health' then 'CDA Shared Health Summary' and 'OK'.



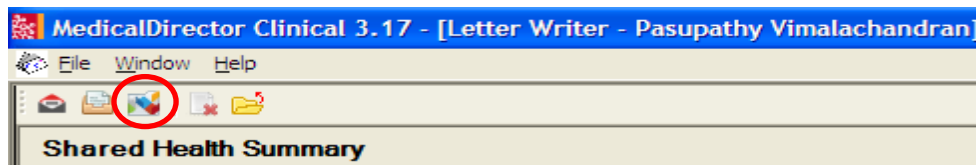
**Step 3:** Go through the data and confirm that the information in every section is accurate. If there is no data in any section you must select the option 'None known' or 'None supplied'.



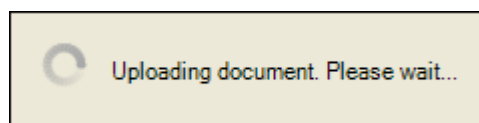
**Note:** If one or more sections of the Shared Health Summary has either no date to transmit or no data selected for transmitting, you will receive the following message to select the options 'None known' or 'None supplied'.



**Step 4:** Click 'Send to My Health Record' button.



**Step 5:** Check the document finally and 'Send' to upload.



**Note:** You will receive the following message to confirm that the upload has been successful.

