

Validating the Patient's IHI number

Open the patient's record details



Open "PCEHR" tab



Click on "IHI" button on right top corner

(you will now see IHI number and Status as "Active" and Record Status as "Verified")

- Reception staff may validate before consultation
- Patient's IHI number has to be validated before uploading the patient's document

Uploading a Patient's document to the PCEHR

Open the patient's record



"PCEHR" main menu and then "PCEHR Status"

(you will get "Access Granted" message)



"PCEHR" main menu again and select "Create and Send eHealth document"



Select "Shared Health Summary" with Date Range

(or Event Summary or eReferral)



Go through Medical Warnings, Medication, Classifications, Immunisation tab and complete details as required or leave it as "None known" or "None Supplied"

(Confirm that all medical information of the patient is accurate before uploading the document to the patient's PCEHR system)



Click "Save Draft"



Click attestations tab and then "Pack and Upload" to upload

(You will receive an acknowledgement saying SUCCESS)

Accessing a Patient's existing document from the PCEHR

Open the patient's record



'PCEHR' main menu and then "Download eHealth document"

(Select the record and double click to view or click on "Save" to save the document to the local record)