



## EMR Quick Reference Guide

### My Health Record - Changing patient consent to upload to My Health Record in iPM

Western Health supports an assumed consent model to upload patient discharge summaries to My Health Record (MyHR) in line with the [My Health Records Act 2012](#).

Upon admission, consent is set to 'Upload discharge summary' by default.

However, if a patient indicates they do not consent for us to upload their discharge summary, the consent option must be changed to 'Do not upload discharge summary' at the earliest convenience.

The screenshot shows the 'Patient Admission' window with the 'Administrative Details' tab selected. The 'My Health Record upload consent' dropdown menu is visible at the bottom of the form, currently set to 'Upload discharge summary'. Other fields include 'Administrative category', 'Admission source', 'Admission type', 'Management intention', 'Admission criteria', 'Care type', 'Ad. Funding Source', 'Program Id.', 'Funding Arr.', and 'Presenting problem comment'. There is also a 'HARP flag' checkbox.

MyHR patient consent is located at the bottom of the Administrative tab of a patient admission.

If a patient says during their admission they do not consent to us using MyHR, this must be changed from the default to 'Do not upload discharge summary'

This close-up shows the 'My Health Record upload consent' dropdown menu. The menu is open, displaying three options: 'Upload discharge summary', 'Do not upload discharge summary', and 'Upload discharge summary'. The 'Do not upload discharge summary' option is currently selected and highlighted.

If at any point during an inpatient stay a patient indicates they do not wish their information to be uploaded to MyHR, this information must be passed on to a ward clerk on duty to update the admission details.

Once this setting has been changed, no document will then upload after a patient has been discharged.