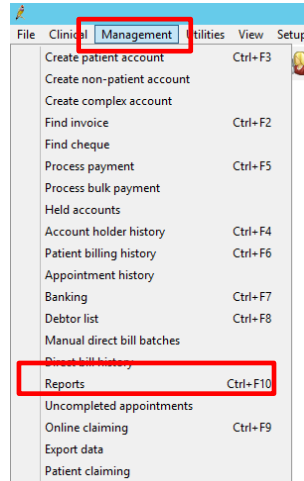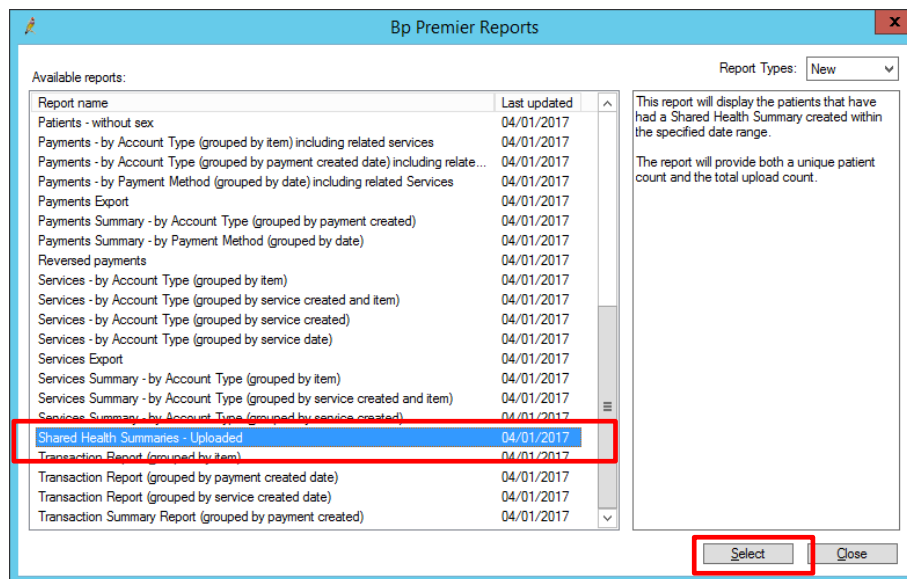# Best Practice Shared Health Summary Calculator

Use these instructions to count the total number of Shared Health Summaries your practice has uploaded to the My Health Record system to meet your ePIP requirements.

1. Log onto Best Practice. From the *Management* menu select *Reports* or press Ctrl+F10 for keyboard shortcut access.
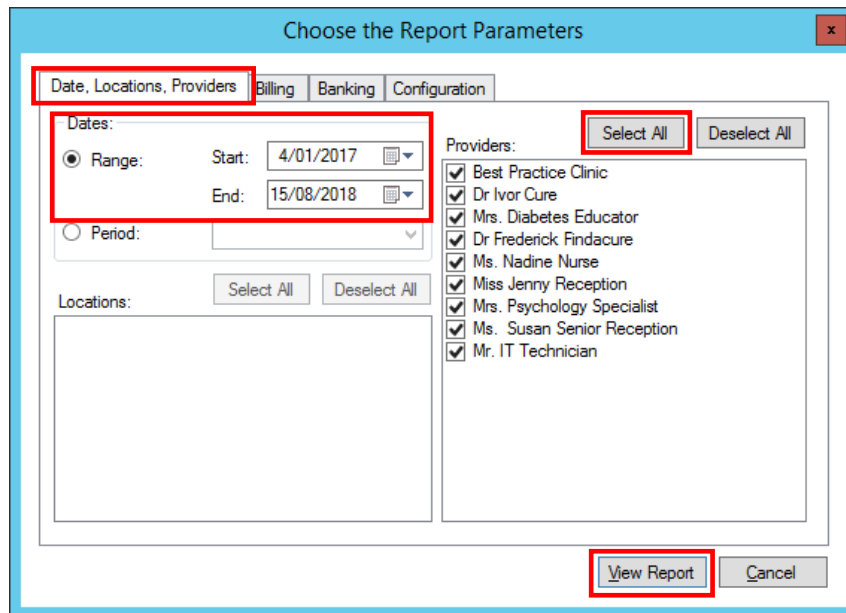

2. Select *Shared Health Summaries – Uploaded* from the Report name list and click on the *Select* button to open.

NB: If you are unable to see this report within the list, you will need to request permission from your system administrator (ie: practice manager).

3. On the *Date, Location, Providers* tab, enter the required ePIP date range (see below ePIP quarters), click on the *Select All* button in the Provider box to view all Shared Health Summaries uploaded in your practice.
Click on the *View Report* button to open the report.

4. This will generate a report showing the patient count and total uploads. Ensure that your total uploads exceeds your minimum ePIP requirements.

Remember, you are required to upload shared health summaries to My Health Record for a minimum of 0.5 per cent of your Standardised Whole Patient Equivalent (SWPE) or the default SWPE (whichever is greater). This can be found on your Quarterly Payment Advice letter provided by Department of Human Services.

If you determine that your practice will not meet the minimum ePIP requirements you are able to opt-out of individual quarters or withdraw from the incentive online through HPOS.