





How do I get Help?

HealthAlliance provides Whānau Tahi Connected Care support during business hours (0800-1700hrs)

They can be contacted on 0800 268 626 or sharedcare@healthalliance.co.nz

How do I Create and View an ACP

From the Patient Overview screen Click 'Create' on Advance Care Plan from the Workflow menu.	TEST Sum de Auge 1000 (by 7/m) Conten Rule NOI EES2200 Conten Rule NOI EES2200 Conten Rule Noi EES2200 Content Content <th cols<="" th=""></th>	
Opens a NEW window with the following message: Select "click here" to begin the ACP	Welcome to Whãnau Tahi Advance Care Plan <mark>, click here to</mark> create a new one	
Fill in all the relevant fields and other information. 'Save' the ACP	Patient Information Last Name: adem First Name: selly Address: DOB: 12 Sep 1954 NHI: HAW1736 Contact: Section 1 - My Advance Care Plan This is my advance care plan and contains my choices. Please follow this plan if I am unable to tell you what I want. Section 2 - What matters to me This is what I want my whanau and loved ones and healthcare team to know about who I am and what matters to me: Please type here `` My cultural, religious and spiritual values, rituals and beliefs: ``	
Types of fields Free text field Wherever the form says "Please type here" click and type your free text answers	Section 2 - What matters to me This is what I want my whanau and loved ones and healthcare team to know about who I am and what matters to me: Type free text here I Wy cultural, religious and spiritual values, rituals and beliefs: Please type here	

Whānau Tahi User Guide





Check Boxes	Section 2 - What worries me
Click in the boxes to select (tick)	This is what I want my whanau, loved ones and healthcare team to know about what worries me. I worry about:
If you select a box that requires more detail,	my loved ones because:
a free text box will open for you to type into.	suffering. To me this means:
You can select one, many or all check boxes	Please type here
	 not being able to talk or communicate. not doing things such as:

Radio buttons	I am well.							
You can only select ONE radio button	I am receiving care and treatment for the following: RESET SELECTION							
radio buttons empty again								
Likert Scale (Or sliding scale)	Mark along the scale what you would w I like to know	vant:						
Indicates how strongly you relate to the options	only the basics	all the details condition and	about my i my treatment RESET SELECTION					
Click the radio button to change y our option or choose reset selection to make all radio buttons empty again								
Add a Table Row	My will and other important things can be found:							
Click the Plus icon to add a new row in a	Document/Item	Where it is	Notes					
table	Please type here	Please type here	Please type here					
Click the Minus Icon to remove the last added row	•							
Viewing History	HISTORY							
After the ACP is saved, you can view the history by choosing the History button								
Choose Show Changes to see what the old and new entries are	04 May 2018 09:14:23 - Deborah Ross Failling General Medicie CMDH8 Resson for Update: V Store Changes View Document 16 Oct 2017 15:06:29 - Deborah Ross Facility: Vangee Heato Cerre							
	Show Changes View Document 16 Oct 2017 15:01:18 - Deborah Ross Facility: Mangere Heatin Centre Show Changes View Document							







Return to the main SharedCare record by 'X-	23	
ing' out of the screen		I

After an Advance Care Plan is saved,	Home (Me)	1	ADMIT, Quick (Mr	s)			-	1	Born 05 Jun 1	955 (59v) Sex	Female NHI I	MAM12S	
REERESH the screen by either clicking on any	All Patients	•	Address Phone and email							Allergies or all	arts not recorde	ed 😸	
REFRESH the screen by either clicking of any	This Patient		Care Team				Current Diagnosis						
other menu item, or click the F5 button on	@ Overview		Name	Details		Role					Diam	nosis	
your keyboard	Recent Activities	Activities		Crosses -		Care Team		anosis Descriptio	nption			Notes	
	Care room		eves, sem	OP [mec	m	Member			No records to	display.			
You can view or Edit the Plan by clicking on	Documents	Documents Patient Portal Workflow Consent					•	_				1	
the relevant button in the Workflow window	Consent						Tasks						
	Programmes		Workflow		Status		+ Add New			0	Refresh		
	∃ Tasks		Advance Care Plan		Finalised 19-Jun-2014	Edit	-	Due Date	Subject	Assigned To	Created By	Status	
	Configuration	•		Q.			1	13-Jun-2014	my lifestyle	George, Dipa	Kaut, Ruby	Open	
	Add-Ins										Go to Link	ked item	
			Programmes					de pleted 🛄 \$					
			+ Add New				Inclui	de 🗉					
			Programme		Programme Status	1							
			Shared Care Managemi	ent.	Enrolled 12-May-201	12							

What if there was an Old ACP?

If there was a previous ACP, it will show in the Workflow window, and will stay there	Workflow									
until a NEW ACP is created	Workflow				Status					
	Advance Care Pla	Advance Care Plan (old version)			Updated Vie 26-Jun-2017					
	Advance Care Pla	-		Create						
After refreshing the screen (F5) the OLD ACP will move into the Documents module and will remain there Click the View button to open the Old ACP	Home (Me) Home (Me) All Patients This Patient Output Output Control Control	Patient Doci Document Filt Category: Date From: Name Contains	Select	Y	Added By: Date To: Desc Contains:	Select	Y	Filter	Clear Fil	۲. Ker
	Assessments Plans Assessments Diagnosis An History Documents Case Conference Case Conference	Type Status pdf Pinal	Name Advance Care Plan - original Id : 4-cer Plb- b52:4-070-8eb5- 74c8oldf4837	Description Snepshot from	11-Oct-2017		Category Assessment	Added on + 11-Oct 2017	Added by dit Uple	Ded