

How do I get Help?

HealthAlliance provides Whānau Tahī 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

<p>From the Patient Overview screen Click 'Create' on Advance Care Plan from the Workflow menu.</p>	
<p>Opens a NEW window with the following message:</p> <p>Select "click here" to begin the ACP</p>	
<p>Fill in all the relevant fields and other information. 'Save' the ACP</p>	
<p>Types of fields</p> <p>Free text field Wherever the form says "Please type here" click and type your free text answers</p>	

<p>Check Boxes</p> <p>Click in the boxes to select (tick)</p> <p>If you select a box that requires more detail, a free text box will open for you to type into.</p> <p>You can select one, many or all check boxes</p>	<p style="text-align: right;">Section 2 - What worries me</p> <p>This is what I want my whanau, loved ones and healthcare team to know about what worries me.</p> <p>I worry about:</p> <p><input type="checkbox"/> my loved ones because:</p> <p><input checked="" type="checkbox"/> suffering. To me this means:</p> <p>Please type here...</p> <p><input checked="" type="checkbox"/> not being able to talk or communicate.</p> <p><input type="checkbox"/> not doing things such as:</p>						
<p>Radio buttons</p> <p>You can only select ONE radio button</p> <p>Choose reset selection to make both/all radio buttons empty again</p>	<p><input checked="" type="radio"/> I am well.</p> <p><input type="radio"/> I am receiving care and treatment for the following:</p> <p>RESET SELECTION</p>						
<p>Likert Scale (Or sliding scale)</p> <p>Indicates how strongly you relate to the options</p> <p>Click the radio button to change your option or choose reset selection to make all radio buttons empty again</p>	<p><i>Mark along the scale what you would want:</i></p> <p>I like to know...</p> <p>only the basics <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> all the details about my condition and my treatment</p> <p>RESET SELECTION</p>						
<p>Add a Table Row</p> <p>Click the Plus icon to add a new row in a table</p> <p>Click the Minus Icon to remove the last added row</p>	<p>My will and other important things can be found:</p> <table border="1"> <thead> <tr> <th>Document/Item</th> <th>Where it is</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Please type here...</td> <td>Please type here...</td> <td>Please type here...</td> </tr> </tbody> </table> <p>+ -</p>	Document/Item	Where it is	Notes	Please type here...	Please type here...	Please type here...
Document/Item	Where it is	Notes					
Please type here...	Please type here...	Please type here...					
<p>Viewing History</p> <p>After the ACP is saved, you can view the history by choosing the History button</p>	<p>HISTORY</p>						
<p>Choose Show Changes to see what the old and new entries are</p>	<p>04 May 2018 09:14:23 - Deborah Ross Facility: General Medicine CMDHB Reason For Update: V Show Changes View Document</p> <p>16 Oct 2017 15:06:29 - Deborah Ross Facility: Mangere Health Centre Show Changes View Document</p> <p>16 Oct 2017 15:01:18 - Deborah Ross Facility: Mangere Health Centre Show Changes View Document</p>						

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



After an Advance Care Plan is saved, REFRESH the screen by either clicking on any other menu item, or click the F5 button on your keyboard

You can View or Edit the Plan by clicking on the relevant button in the Workflow window

What if there was an Old ACP?

If there was a previous ACP, it will show in the Workflow window, and will stay there until a NEW ACP is created

Workflow		
Workflow	Status	
Advance Care Plan (old version)	Updated 26-Jun-2017	View
Advance Care Plan	-	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

Type	Status	Name	Description	Category	Added on	Added by
pdf	Final	Advance Care Plan	Snapshot from 11-Oct-2017	Assessment	11-Oct-2017	