

LOGGING ON TO SHARED CARE

Launch from	Action →
MedTech	Shift+F3 New Form/Shared Care or choose 'Shared Care' via quick links on the Medtech dashboard.
MyPractice	Patient Notes/Forms/CCMS
URL (Web)	http://nscp-ccms.connected.health.nz

Saving Personalised Care Plans



The Save button will stay **ORANGE** until content is saved. Select **History** to view changes made.

'BREAK THE GLASS'

Shared Care needs to validate your access to each patient record.

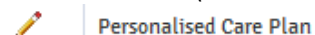
You will see the following message the **first** time you look at a patient's record:

Choose either One-off Access **OR** Join the Care Team and select from the Reason for Access options.

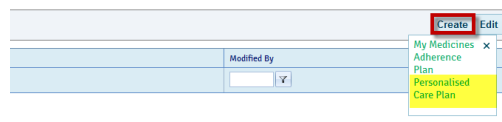
Click **Access Record** to open the Shared Care Record.

PERSONALISED CARE PLANS

Select **Plans** (Left side menu) and choose



If no plan exists click **Create** and select **Personalised Care Plan**



About Me, What Matters to Me and My Goal

Type directly in to the text box beside these 3 Headings.

Hover your mouse over the to view tips for content

Adding further Headings:

Select the New Heading button and choose one or more of the following headings.



Adding Actions

Select **New Action** and type directly into the text box.

Add multiple actions by selecting **New Action** as many times as required.

Actions can have due dates set (optional), and be closed



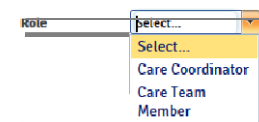
CARE TEAMS

Select **Care Team** (Left side menu) or from the Overview page.

Click **Add** and type in the name to choose the CareTeam member. Click on the name to select.

Name	Organisation	Facility	Designation
Ross, Deborah	Shared Care Programme	Regional Shared Care	Clinical Pharmacist

Allocate the role from the dropdown menu.



Click **Save**

Changing a Role

Click on the name to **highlight** it, Select **Edit** and change the Role from the **Role** dropdown.

Click **Save**

COMMUNICATIONS

Creating a Message

From **Messages**, (Or the Messages widget on the Overview page) select **+ Create New**

Messages		
+ Create New		
Sender	Subject	Date
No records to display.		

Compose New Message

To Deborah Ross ✕

CC Whimp, Trudie | Shared Care Programme | Regional Shared Care | Support

Please type a recipient name, e.g. 'Joe'

+ Patient's careteam

Patient Fred Smith(GDT4148)

Subject Type subject here

Type content here...

In the **To** field, start typing the name and the list of recipients will load. Click to select.

Also you can just select **"*Patient's careteam"** to load the full team. Click **X** to delete any recipients.

Enter a Subject and Message and click

Recipients of Messages will receive a **Notification**, in their inbox or email account.

Replying to a Message

Click on the message to open and choose from Reply, Reply All or Forward

and click

My Messages

From the **Home** button, select **My Messages** to see all messages sent to you. (All Patients)

Home (Me) ▲

🔍 Patient Search

📧 My Messages

👤 Patients In My Care

From this view you can File items to keep the list down:

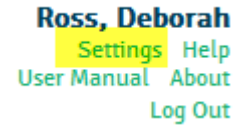
Select the message to open .

Choose

Add a Patient to your Senders List

If your patient has a **Shared Care Portal** you can message them directly.

From the Top Right of your screen, select **Settings**



Select **My Message Access Settings**



Double-click on the patients name to move it from **Patients without Message Access** to **Patients with Message Access**.

PATIENT PORTAL SET-UP

Patients can have access to their own view of Shared Care.

Select. (Left side menu)

Enrolling a Patient in the Portal

Is web portal access enabled for this patient ?

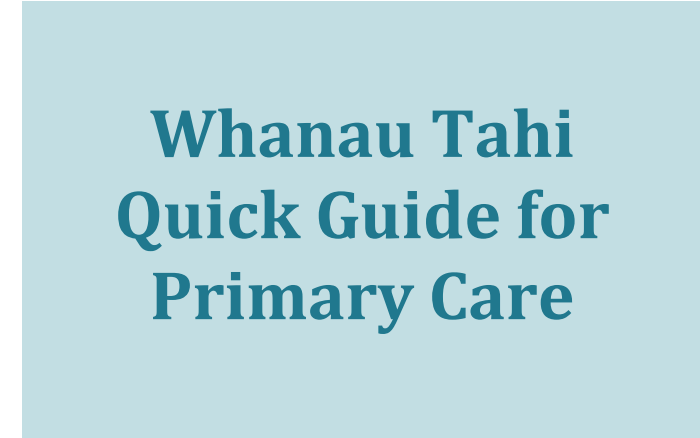
Email Address of the patient

Tick the box and enter the patients personal email address.

Adding Measurements & Trusted Resources

Tick the boxes to enable measurements to be added in the portal and links to external trusted patient information websites:

Click to finalise portal changes.



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