



# Shared Care User Manual ACP Hospital Users Only

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## How do I access a SharedCare record from Concerto?

<p><b>Patient Search</b></p> <ul style="list-style-type: none"> <li>Search for a patient using their NHI number.</li> </ul>	
<p><b>Patient Details</b></p> <ul style="list-style-type: none"> <li>From the Shared Care Record section click on 'View'</li> </ul>	
<p><b>Shared Care Snapshot Summary</b></p> <ul style="list-style-type: none"> <li>The Care Plan Summary details from the PMS are displayed as a PDF.</li> <li>The Snapshot view presents both the Personalised Care plan and the Advance Care Plan (if one exists)</li> <li>If there is a named Care Coordinator, their associated practice phone number will display</li> <li>If the patients is enrolled in MASS (pharmacy programme) this will display underneath the Care Team</li> </ul>	
<p><b>If a SharedCare record exists (as per above) then you can launch Shared Care</b></p> <ul style="list-style-type: none"> <li>Select the SHARED CARE Icon from the top right hand Concerto menu.</li> </ul>	



### Security Challenge Screen

- The Shared Care program is launched in Context.
- Select **'Join Care Team'** or **'One-off access'**
- Click **Access Record**

### Shared Care Record Access Information

Access to this patient record is subject to the privacy obligations detailed in your National Shared Care Plan Access Deed, or the terms and conditions of your employment with your DHB (whichever is applicable).

Access is logged for care team management and audit purposes. Patients may also be advised that you have accessed their record.

*Note: This will be logged into the Audit log and will be part of the standard Privacy Audit*

Reason for warning      Care team membership access rule violation  
 Access type               One-off Access only     Join the patient's care team

Reason for Access       \*

[Back](#)    [Access Record](#)

### Shared Care Program

- The Patient Overview Screen is then displayed in WTCC.

## How do I enrol a patient if there is NO SharedCare Record

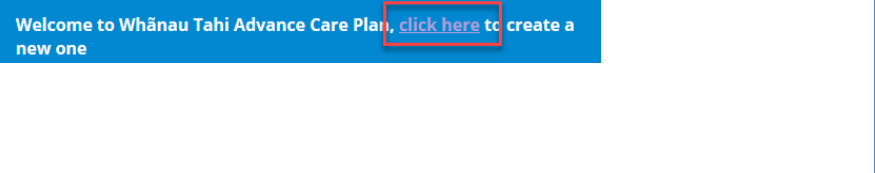
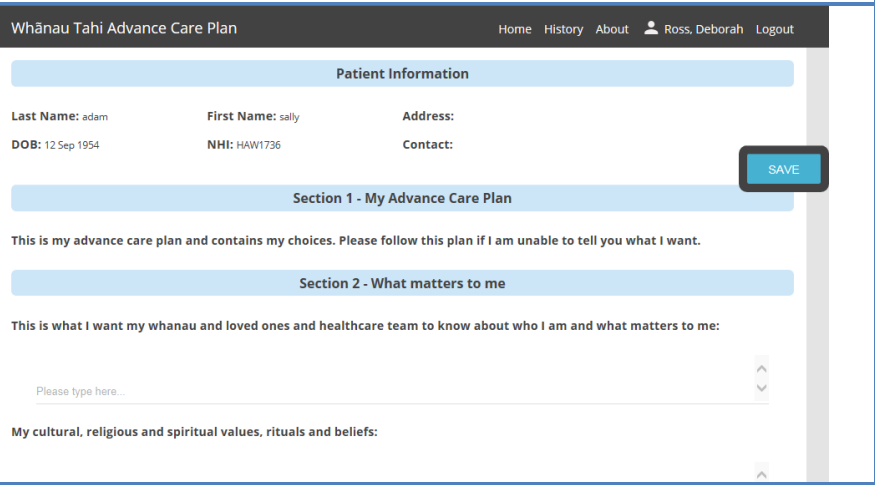
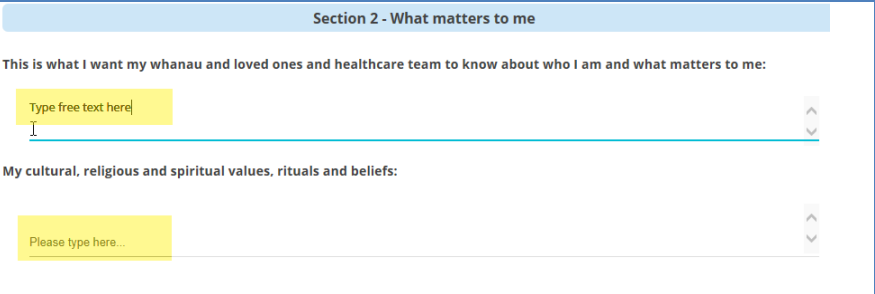
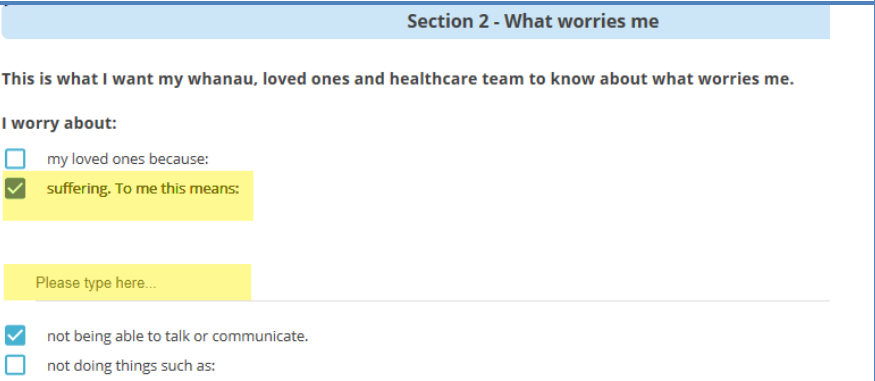
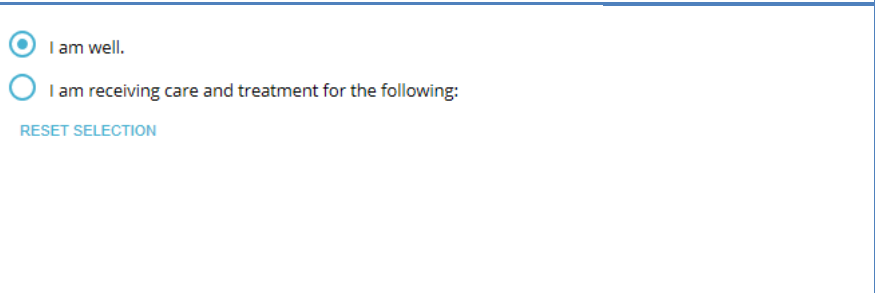
### Quick Admit

- A Patient may be enrolled in Shared Care by Secondary Care Providers using the **Quick Admit** function from the Icon on the **LEFT** Concerto menu
- Select **"Shared Care Management"** from Select Form.
- Complete the mandatory Patient fields marked with a \*red asterisk

## How do I create and view an ACP

From the Patient Overview screen Click **'Create'** on **Advance Care Plan** from the **Workflow** menu.



<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>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>	



**Likert Scale (Or sliding scale)**

Indicates how strongly you relate to the options

Click the radio button to change your option or choose reset selection to make all radio buttons empty again

*Mark along the scale what you would want:*

I like to know...

only the basics



all the details about my condition and my treatment

RESET SELECTION

**Add a Table Row**

Click the Plus icon to add a new row in a table

Click the Minus Icon to remove the last added row

My will and other important things can be found:

Document/Item	Where it is	Notes
Please type here...	Please type here...	Please type here...



You can view the history of changes made to an Advance Care Plan, by clicking on the 'History' tab while viewing or editing the Plan.

The history shows who made changes, form where and what time and date changes were made

Click on the View button to see exactly what the New entry is and what the old entry was

Whānau Tahi Advance Care Plan    Home    **History**    About    Ross, Deborah    Logout

16 Oct 2017 11:27:12 - Deborah Ross

Facility: Mangere Health Centre

[view](#)

Return to the main SharedCare record by selecting Logout

Whānau Tahi Advance Care Plan    Home    History    About    Ross, Deborah    **Logout**

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

Home (Me)    ADMIT, Quick (Mrs)    Born 05-Jun-1955 (59y) Sex Female NHI MAM12S

Address    Phone and email    Allergies or alerts not recorded

Care Team

Name	Details	Role
Eaves, Sam	GP   MedTech - hA Testing   CMDHB	Care Team Member

Workflow

Workflow	Status
Advance Care Plan	Finalised 19-Jun-2014

View | Edit

Current Diagnosis

Diagnosis Description	Diagnosis Notes
No records to display.	

Tasks

Due Date	Subject	Assigned To	Created By	Status
13-Jun-2014	my lifestyle	George, Dipa	Kaur, Ruby	Open

Programmes

Programme	Programme Status
Shared Care Management	Enrolled 12-May-2014