

What will I see and what can I do in the Patient Portal?

 Overview	<p>When you open up your personal health record, it shows you a summary of your health information.</p>
 My Tasks	<p>Members of your care team can send you actions to do, such as weigh yourself daily, or go for a weekly blood test. Mark as Completed when you have done the Task</p>
 My Care Team	<p>Your care team can be made up of several people including your doctor, your practice nurse, the specialist at the hospital and even your chemist. They can all see a summary of your health information and your care plan and you can see who they are.</p>
 My Conditions	<p>This is a list of your long term conditions and the most recent sicknesses that you may have had. Contact your doctor if you notice anything missing or inaccurate on this list.</p>
 My Medications	<p>This is a list of the medicines you are taking. Contact your doctor if you notice anything missing or inaccurate on this list.</p>
 My Care Plan	<p>With your care team, you should have an agreed care plan that guides you in keeping well. You can see it from here AND update it . Click on the  sign to add something to your care plan .</p>
 My Measurements	<p>Your care team will specify what Measurements you can add yourself. These can include: Weight, Blood Pressure, Heart Rate, Peak Flow and/or Blood Sugar.</p> <p>To add a new measurement, click on Add New, enter your measurement in the box, and click  It will show in a graph so you can see your progress.</p>
 My Resources	<p>Your care team has made a list of websites that have information about your condition for you to read.</p>
 My Messages	<p>You and someone in your care team can send each other short messages. You may wish to use this to ask questions instead of waiting until your next appointment. This is NOT to be used for urgent messages!!!</p>
 Print My Summary	<p>Print a copy of your health information. What you see in the Summary is also what general hospital clinical staff can see when they open your record, for example if you go to Emergency Care.</p>
 Who's Accessed My Record	<p>This is a list of who has accessed you shared care plan, and when. If you would like further information or have questions, please contact your care coordinator or the Shared Care Programme. To do this email info@sharedcareplan.co.nz or phone 0800 268 626.</p>
 Family Member Access	<p>You can give any member of your family or a caregiver, access to look at your information. They cannot however make any changes to your information. You can also remove access easily if circumstances change.</p>

What do I do now?

Talk to your practice nurse or doctor.

All you need is access to the Internet and an email address.

Logging on for the first time

You will be sent an email that has full instructions, your user name and password, and a [link to the website](#):

<http://mycareplan.sharedcareplan.co.nz>

Click on the link and enter your details. Your username will ALWAYS be your email address, eg, [myname@email.co.nz](#)



The image shows a login form with two input fields: 'User Name:' and 'Password:'. Below the fields is a blue button labeled 'Log In'.

After you have logged on for the first time, the system will ask you to change your password. This is your secret password that you should not share. Make it something you will remember, but other people will not be able to guess, and it must have 6 letters or more.

Getting Help

Forgotten your password?

On the website, click on [Forgotten your password?](#)

Enter your username (your email address) and submit. You will get sent a new password.

You will have to change this one again to a secret one.

I don't recognise a name in the 'Who's Accessed My Record' section.

Either talk to your main contact person in your care team or phone **0800 268 626**.

Should I message if I need to talk urgently?

The messaging in the portal is for NON-Urgent messages only. If you need to contact your care team urgently, use the phone or dial 111 for Emergencies.

Where do I go for more information?

Talk to your main contact in your care team for more information or:

0800 268 626

www.sharedcareplan.co.nz



My Personal Health Website

Did you know that if you are enrolled in the Shared Care Program, you can have access to your own personal health website? This is called a **Patient Portal**.

This website contains a summary of the information, including your Care Plan, which your care team see. We believe that having this information can help you to look after yourself better between visits.

Benefits?

You and your family can see your plan, add to the plan and track your progress and successes, putting control back in your hands to manage well at home

It gives you up-to-date information about your medicines, measurements and care team.

You can talk to your care team through the website for non-urgent things, such as asking for advice, or responding to tasks that your team have set for you.