



## LOGGING ON TO SHARED CARE

Launch from	Action →
MedTech	Shift+F3 New Form/Shared Care
MyPractice	Patient Notes/Forms/CCMS
URL (Web)	http://nscp-ccms.connected.health.nz

### Enrolling into ARI Programme GP Practices ONLY

From the Programme select 

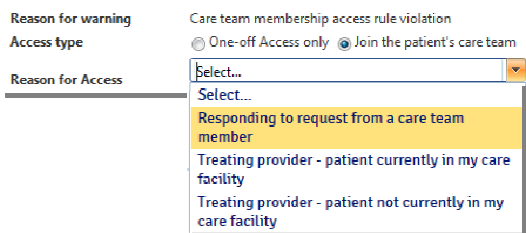
Select **ARI-General Practice Only** from the programme choices. The screen will show a Quick Admit form.

Click 

## '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.

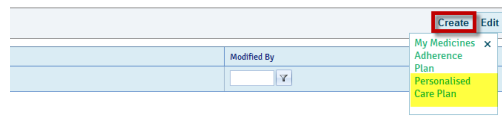
Click  to open the Shared Care Record.

## PERSONALISED CARE PLANS

Select  (Left side menu) and choose

 **Personalised Care Plan**

If no plan exists click  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





### Saving Personalised Care Plans

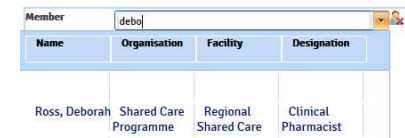


The Save button will stay **ORANGE** until content is saved. Select **History** to view changes made.

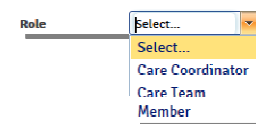
## CARE TEAMS

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

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




Allocate the role from the dropdown menu.



Click 


### Changing a Role

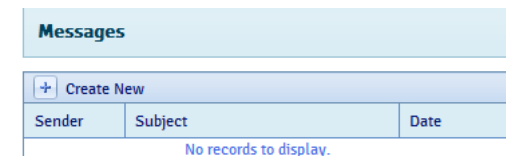
Click on the name to **highlight** it, Select  and change the Role from the **Role** dropdown.

Click 

## COMMUNICATIONS

### Creating a Message

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



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 [Send](#)

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

[Reply](#) [Reply All](#) [Forward](#) and click [Send](#)

### 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 [File Message](#)

### 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**

Ross, Deborah

[Settings](#) [Help](#)

[User Manual](#) [About](#)

[Log Out](#)

Select **My Message Access Settings**

[My Account Settings](#) [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. [Patient Portal](#) (Left side menu)

### Enrolling a Patient in the Portal

Is web portal access enabled for this patient ?

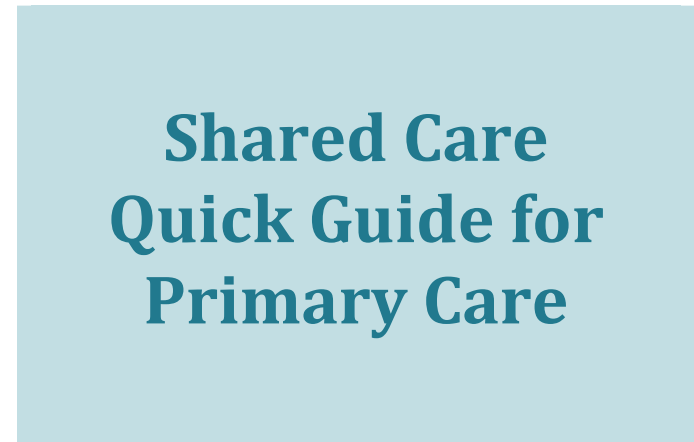
Email Address of the patient

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 [Save](#) to finalise portal changes.



[www.sharedcareplan.co.nz](http://www.sharedcareplan.co.nz)  
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