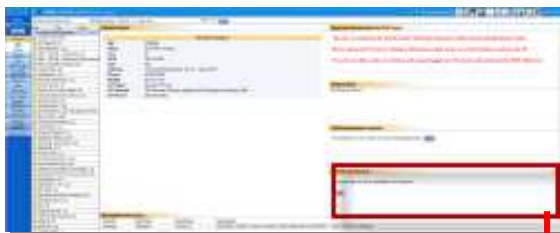
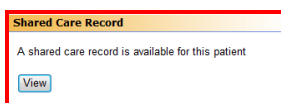


LOGGING ON TO SHARED CARE

How do I know if there is a Shared Care Record?




On the Patient main page, a window will say the following:



Click **View** to open the Shared Summary Record (*all clinical Concerto users*)

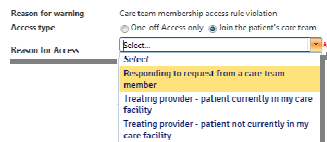
Opening the Full Shared Care Programme:



Click on the  from the full patient menu.

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:



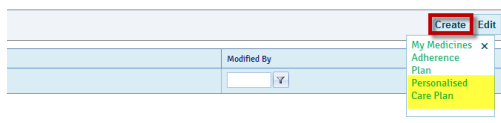
Choose either One-off Access **OR** Join the Care Team and select from the Reason for Access options.

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

CREATING PERSONALISED CARE PLANS

Select **Plans**. (Left side menu)

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



Saving Personalised Care Plans

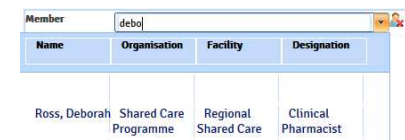


The Save button will stay **ORANGE** until content is saved. Select **History** to view changes made.

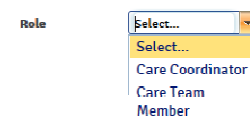
CARE TEAMS

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.



Allocate the role from the dropdown menu.



Click **Save**

Changing a Role

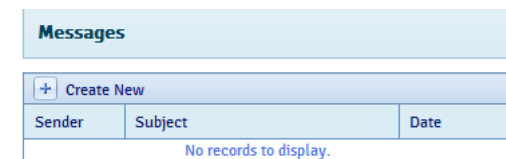
Click on the name to **highlight** it, Select **Edit** and change the role from the **ROLE** dropdown.

Click **Save**

COMMUNICATIONS

Creating a Message

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



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**, usually in their email.

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:

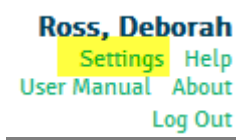
Select the message to open .

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**



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.



**Shared Care
Quick Guide
Concerto Users**

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