

Log in to the cdmNet website at [cdm.net.au](http://cdm.net.au) and save as a favourite web page. The first time you log in you will need to choose a new password.

To set your preferences and details, click **Preferences** (top right) and edit as appropriate. If part of an organisation, click **Edit Preferences** next to the organisation name to edit details of the organisation, including who is a member and the **Responsibility** setting, which controls how GPs can assign tasks to members of the organisation.

### Using cdmNet to Agree to TCAs and TCA Reviews

1. Log in to the cdmNet website at [cdm.net.au](http://cdm.net.au) using your username and password (or click on the [click here](#) link in any email you receive from cdmNet).
2. If you logged in from the address above, click on the patient of interest, otherwise you will have been taken to the patient's contact information directly from the email link.
3. You can now view the different sections of the patient's record.
4. **To agree to a TCA or TCA Review you should examine:**
  - **Contacts** – View care team and patient contact details, with location maps.
  - **Health Summary** – View health information, medications, and allergies.
  - **Planning** – View care plan, including goals, tasks, and care team.
  - **TCA link** (top left of all screens) – View current Team Care Arrangement.
  - **Progress Notes** – View or add notes for GP, care team and the patient.
  - To agree to participate in the patients' care, click on the **Agree to TCA** link
  - In the drop down box, click **Agree** to confirm.
5. **To decline participating in a TCA or TCA Review**, on the **Patients** screen, find the patient you wish to decline and click **Leave Care Plan** (alternatively, add note on **Progress Notes**).

### Once the TCA/TCA Review is Approved by The GP

1. Log in as above.
2. You can now view the different sections of the patient's record.
3. In particular, you can now use:
  - **Documents** – View, print, or save TCA and electronically signed Allied Health Referral forms, or upload documents to share with GP, care team, and patient.
  - **Planning** – Record appointments made/attended/missed by clicking on the appointment date in the **Next** column (**appointments should be recorded on every patient visit or missed appointment**).
  - **Progress Notes** – Add progress notes for GP, care team and the patient.

### Summary of Tabs and Functions

**Contacts** – View Care Team and patient contact details, location maps, VOIP phone call.  
**Health Summary** – View medical history, medications, adverse reactions, immunisations.  
**Measurements** – Add, edit or delete physical observations and test results.  
**Planning** – View care plan goals/tasks, record appointments made/attended/missed.  
**Care Team** – View care team members, download completed Allied Health referral forms.  
**Documents** – View, print, or save all working and approved documents. Upload documents.  
**Progress Notes** – View or add progress notes for Care Team members/patient.  
**Patients** – View the status of all patients, leave care team.  
**Preferences** – View and edit user and organisation details.  
**Help** – User documentation.