

Updating Patient Information

In your clinical desktop software

- 1 Check patient has an active diagnosis for each relevant chronic disease in Past History. Check allergies, physical/biomedical measurements, history, medications are recorded, accurate, complete.
- 2 With the patient open in your clinical desktop software, click the **cdmNet Desktop icon** on the taskbar, and select **Create/update care plan for current patient**.
- 3 Click **Go to Care Plan** to open the cdmNet web site and automatically log in.

In cdmNet (first time only)

The first time patient information is sent to cdmNet, confirm that the patient consents and check the appropriate boxes (*Practice Nurses will also be asked to select the GP to be associated with the record*):

Does the patient consent to share their health record? (Required to continue.)

Does the patient consent to share de-identified data for research purposes?

- 4 Click **Accept** (at far right) to update cdmNet with clinical information from your clinical desktop software.
- 5 Once accepted, you can view and modify any of the following:
 - Contacts** View care team and patient contact details along with location maps.
 - Health Summary** View/edit health information, delete medications.
 - Measurements** View/add/edit/delete observations.

Using cdmNet to Create GMPs and TCAs

In your clinical desktop software

- 1 Update patient information as described in "Updating Patient Information" above.

In cdmNet

New GMP (MBS Item Number 721)

- 1 Click **Create Care Plan** in the top right of the screen and select the patient chronic diseases and comorbidities. This will create a best-practice care plan for your patient.
- 2 Click **Planning** tab to modify the care plan as appropriate:
 - Edit Details** Edit details by clicking the text in the cells of interest. Add task **Comments** by clicking the text in the **Task** column.
 - Add Tasks** Add a new task to the goal by clicking **Add Task**.
 - Add Goals** Add a new goal by clicking **Add Goal** to the right of each planning section.
- 3 Approve the GMP by clicking the **Approve GMP** link in the top left of the screen.* In drop down box, as appropriate, tick the boxes for creating a TCA and signing a HMR referral electronically (if applicable) and set the date for Review of the GMP and next ACoC. Click **Approve** to confirm.
- 4 **Valid from Date** is set automatically but can be changed by clicking **Change** next to date.

New TCA (MBS Item Number 723)

- 1 Create a TCA by either ticking the appropriate box when approving a GMP or, after GMP approval, clicking on **Create and Distribute TCA**. The care team will be notified of the TCA and can respond and agree electronically.
- 2 During the agreement process you can use the following tabs:
 - Care Team** View care team responses sent electronically or click **Add Agreement** to manually accept participation in the TCA on behalf of care team members.
 - Progress Notes** View progress notes from care team members, patient or add your own.
- 3 Once two or more agreements have been received, click the **Approve TCA** link to approve the TCA.* In the drop down box you can choose the number of Allied Health provider services and optionally electronically sign the Allied Health referral forms.

* Practice nurses registered as Care Plan Creators for a GP can release GMPs and TCAs to the nominated GP or can approve GMPs and TCAs on behalf of the GP. They cannot electronically sign documents.

Changing and Updating a Care Plan

A care plan can be updated, modified, and/or reviewed at any time. To modify a care plan:

In your clinical desktop software

- 1 Update patient information as described in "Updating Patient Information" above.

In cdmNet

- 1 Go to the **Planning** Tab.
- 2 Edit patient information if required and enter/edit any appointments scheduled or attended.
- 3 If you wish to recreate a best-practice care plan for this patient, click on **Rebuild Care Plan** in the top right of the screen (this is usually only necessary if the patient has a new comorbidity).
- 4 Modify the goals and tasks in the care plan as appropriate.

GPMP Review (MBS Item Number 732)

In your clinical desktop software

- 1 When you open a patient record in your clinical desktop software you will be alerted automatically if a GPMP or TCA Review is due. Otherwise, follow the steps in "Changing/Updating a care plan" above then go to Step 1 below.
- 2 Click **Take Action** (usually tick check box "Update cdmNet with current patient Information")

In cdmNet

- 1 Click on **Commence GPMP Review** in top left of the screen (if this is not visible, change **Next Review** date on top right of screen to current date).*
- 2 On the drop down, mark any outstanding tasks completed as appropriate, then click **Proceed with Review**.
- 3 Review the plan in the **Planning** Tab.
- 4 Approve the GPMP Review by clicking on the **Approve GPMP Review** link in the top left of the screen. In the drop down box, as appropriate, tick the boxes for creating a TCA review and set the next GPMP review and ACoC date. Click **Approve** to confirm.†
- 5 Click on **GPMP Review** (or select in **Documents** tab) to view/save/print a PDF of the Review.

TCA Review (MBS Item Number 732)

- 1 If the patient has an existing TCA and you have completed a GPMP Review, you can create and approve a TCA Review by clicking on **Create and Distribute TCA Review** at any time.
- 2 The care team will be notified of the creation of this review and asked to participate as was done during the creation of the original TCA.
- 3 Once two or more agreement responses have been received from the care team, click **Approve TCA Review** to approve the review.†

* "Commence GPMP Review" will not be displayed until one month before the Next Review date.

† Practice nurses registered as Care Plan Creators for a GP can approve Reviews on behalf of the GP, They cannot electronically sign documents.

Summary of Tabs and Functions

Contacts	View, edit care team and patient contact details, location maps, VoIP phone call.
Health Summary	View, edit 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, edit care team members.
Documents	View, print, or save all working and approved documents. Upload documents.
Progress Notes	View or add progress notes for GP/care team members/patient.
Help	User documentation.