

Quick Guide: Moving Existing Care Plans onto cdmNet

Upload patient information into cdmNet as usual:

1. Open the patient file on your clinical desktop.
2. Click the cdmNet Desktop icon on the taskbar, and select **Create/update care plan for current patient**.
3. After cdmNet uploads the patient data, Click **Go to Care Plan**, then **Accept** (at far right) then proceed as below.

Moving a patient on an existing GPMP and/or TCA to cdmNet

If the patient is due for a new care plan (at least 12 months since the preparation of the previously claimed GPMP and at least 3 months since the last GPMP Review), proceed as normal and simply create a new GPMP and/or TCA in cdmNet.

Otherwise, you should review the care plan as described below:

1. Create the care plan as usual by clicking "Create Care Plan" at the upper right of the screen.
2. Set the Valid From Date in the top right of the screen to the date at which the previous GPMP was prepared.
3. Edit the care plan on the Planning tab as required (but no need to review appointment dates at this stage).
4. Approve the GPMP. Set the date for the next GPMP Review to today's date.
5. If there is an existing TCA, tick the box to create and distribute the TCA. Note that this will also send the new TCA to the care team, who may need to be informed that this is a replacement for the existing TCA.
6. On the Care Team tab, add agreement for those allied health providers who had accepted the existing (previous) TCA. Approve the TCA as usual.
7. "Commence GPMP Review" should now appear in the header of the patient's web page (upper left). If not, go to the top right of the screen and set the GPMP Review date to today's date.
8. Click this and review the care plan as usual, recording any appointments as appropriate.
9. Approve the GPMP Review. Set the next Review date and complete the TCA Review if desired. Note that the care team will in this case get an additional notification that the TCA Review has been completed and will be asked to agree to it as usual.
10. You can claim MBS CDM Item 732 for both the GPMP Review and also for the TCA Review if you have not prepared a review for this patient in the previous 3 months.