

cdmNet Quick GP Setup

A Guide for General Practitioners and Practice Nurses

Quick Start

There are five simple steps you should follow to get properly started in cdmNet:

1. Register with cdmNet;
2. Install cdmNet on your computer desktop;
3. Set up your cdmNet username and password;
4. Set up your preferences in cdmNet; and
5. Accept the Service Agreement to agree to pay the cdmNet fees

Once you have completed these steps, you are ready to start using cdmNet.


Steps 4 and 5 can be skipped initially and completed later.

If more than one person in your practice is going to use cdmNet (for example, a GP and practice nurse, or multiple GPs), the practice preferences need to be set up at Step 4 by you or another member of your practice.

Step 1: Register with cdmNet


Register with cdmNet at cdm.net.au/register. Remember your username and password for future reference.


Step 2: Install cdmNet on your desktop

1. Check if cdmNet is already installed on your desktop. If it is installed, the cdmNet icon () should appear in the Windows notification area (bottom right of screen) or, if you have installed the PrimaryCare Sidebar®, in the Linked Care panel of the Sidebar.
2. If cdmNet is not installed, you can download it at cdm.net.au/help/downloads. Click 'cdmNet Desktop Software' and follow the steps indicated, choosing 'Run' or 'Run Anyway' if presented with these options. An installation guide is also available from this link.

Step 3: Set up your username and password on your desktop

To allow cdmNet to upload patient data, you need to set up your cdmNet username and password on your desktop:

1. Click the cdmNet icon () in the Windows Notification Area.¹
2. Go to 'Settings'.
3. Select your name under the cdmNet tab and click 'Edit'.

¹ If you have the Primary Care Sidebar® installed and running, and a patient open in your desktop software, you can alternatively click the menu icon () to the right of the cdmNet section in the Linked Care panel of the Sidebar.

4. Enter your registered cdmNet username and password into the slots provided.

Step 4: Set up your Preferences

(You can skip this step now if you wish to get started immediately.)

To get maximum benefit from cdmNet, it is important that you or your practice set up preferences for using cdmNet. This does not have to be done now, but the sooner these preferences are set up the more efficient you and your practice will be.

1. Log into cdmNet via your browser (cdm.net.au). Select 'Preferences' at the top right of the screen.
2. Scroll down to 'Preferred Providers' (in the middle of the Preference screen) and click one of the 'Add Preferred Providers' actions on the right of the screen: individually, by postcode, or by organisation (practice). It is usually easier to add providers by postcode or organisation than individually. (If you wish to use the preferred providers set up by your practice, make sure the practice first creates the organisation's Preferred Providers.) You can also add a new provider if you cannot find them on cdmNet by clicking Register a New Provider and filling in the appropriate details.
3. Follow the prompts to add providers to the list.

You should also set your preferences to include any practice nurses (or other persons) that you wish to help you create and manage care plans.

1. On the Preferences page, scroll down to the 'Care Plan Creators' section (below 'Preferred Providers') and click 'Add Care Plan Creator'.
2. Follow the prompts to search for and add care plan creators. Each person you add must have previously registered with cdmNet.

Step 5: Accept the Service Agreement

(You can skip this step if the practice is authorising the payment of cdmNet fees.)

To continue to access the Medicare Chronic Disease Management (CDM) services provided by cdmNet, you or some other person with the financial authority to pay the cdmNet fees must sign the cdmNet Service Agreement.

To do this, the responsible person needs to:

1. Check if the practice has already signed the Service Agreement.
2. If not, view the Service Agreement, including details of the additional cdmNet services and the fees that apply, by going to cdm.net.au/serviceagreementterms
3. Fill out the Service Agreement at cdm.net.au/serviceagreement, or print and fax or mail as instructed.

That is all there is to it. You are now ready to start using cdmNet.

What Happens Next

cdmNet becomes live as soon as you install and setup your cdmNet desktop component. This is what happens next:

1. You will get an alert from cdmNet when cdmNet determines that your current patient should be considered for a GP Management Plan. This will happen when you open a patient file in your clinical desktop in which the patient history includes a recognisable chronic condition.
2. If you wish to create a cdmNet care plan (GP Management Plan and/or Team Care Arrangement) for this patient, click 'Initiate Care Plan'. This will upload relevant patient health data into cdmNet.
3. Click 'Go to Care Plan', and follow the prompts and buttons to create a care plan (GP Management Plan) for this patient.
4. Once the care plan has been created, prior to clicking 'Approve GPMP', edit the care plan by clicking the relevant links in the Planning section.
5. You also need to add the care team members to the various tasks in the care plan. As you do this, these providers are remembered by cdmNet and used as Preferred Providers in subsequent plans (you can always change these).

It is usually best to carry out these tasks with a test patient first, as this will not only give you some practice with cdmNet but also set up some of your Preferred Providers.

To do this, proceed as above but tick the box 'Is the patient a test patient?' when the cdmNet Create Patient screen is displayed.

You may also find it useful to view the short training videos at cdm.net.au/help/training.

When you have time, don't forget to set up the preferences for both the practice and yourself if you have not already done so.

Self Registration of Providers

Precedence Health Care takes all reasonable measures to verify the identity of health care providers who self register for cdmNet. However, we cannot guarantee the identity of these providers or the information that they provide. Please check carefully the details of the providers you select for participating in your care plans.

If at any time you suspect that these details may be in error, please call cdmNet Support immediately so that we can rectify the problem.

Support

If you need help with any of these steps, you can access the help pages at cdm.net.au/help or from the Help link at the top right of the cdmNet website. Support contact details are also listed on these pages.