

# cdmNet

# Quick Practice Setup

A Guide for General Practitioners and Practice Nurses

## Practice Setup Guide

There are seven steps you should follow to set up cdmNet at your practice:

1. Register with cdmNet;
2. Establish the members of your practice who will be using cdmNet;
3. Set up the Preferred Providers for your practice;
4. Set up the Preferred Providers for each GP in your practice;
5. Install cdmNet on each computer desktop;
6. Set up each user's cdmNet username and password on their desktop computer; and
7. Accept the Service Agreement to agree to pay the cdmNet fees.

Steps 2 and 3 can be skipped if you are a single GP using cdmNet without assistance from other practice staff.

If you wish, you can complete Steps 1 - 5 on behalf of the GPs and other staff in your practice. To do this, simply register each member of staff from the Add Organisation Member screen (see Step 2). (Alternatively, you could register each member of staff yourself as per Step 1 and, prior to Step 6, ask them to log in and change their password to protect their confidentiality.)

Once you have completed these steps, the GPs and other staff in your practice are ready to start using cdmNet.

### Step 1: Register with cdmNet

1. If you are assigned the responsibility for setting up your practice with cdmNet, you need to first register yourself and your practice with cdmNet at [cdm.net.au/register](http://cdm.net.au/register). Remember your username and password for future reference.

### Step 2: Establish the Practice Members

Establishing the Practice Members makes it easier your GPs to get started. To do this:

1. Log into cdmNet at [cdm.net.au](http://cdm.net.au) with your username and password. Select 'Preferences' at the top right of the screen.
1. On the Preferences page, scroll down to the Organisation section (in the middle of the page).
2. Check that your practice is listed here. If not, you will need to request cdmNet Support or someone who is already registered as a member of your practice to add you as a member.
3. Click 'Edit Preferences' at the right of the row in which your practice is listed. The Organisation Preferences page appears.
4. On the Organisation Preferences page, scroll down to 'Organisation Members' and click 'Add Member' to add each member of your practice to

the organisation. If not previously registered, on the 'Add Member' screen, click 'Register a New Provider'. This will allow you to register a staff member and add them immediately to your Organisation Members list. A temporary password will be sent to the staff member so they can log in and change their password before using cdmNet.

### Step 3: Set up the Preferred Providers for your Practice

Setting up the Preferred Providers for the practice makes it easier for you and your GPs to select the care team when creating care plans. To do this:

1. On the Organisation Preferences page, scroll down to 'Preferred Providers' and click one of the 'Add Preferred Providers' actions on the right of the screen: individually or by postcode. It is usually easier to add providers by postcode than individually.
2. Follow the prompts to add providers (e.g., allied health, specialists, pharmacists) to the list.

### Step 4: Set up individual GP Preferences

You now need to set up the Provider Preferences for each GP. To do this, the following process needs to be repeated for each GP in the practice (either by the GP or by you acting on their behalf):

1. Log into cdmNet at [cdm.net.au](http://cdm.net.au) with the GP's username and password. Select 'Preferences' at the top right of the screen.
2. Scroll down to the Preferred Provider section of the Preferences page, and select 'Add Preferred Providers from Organisation' or one of the other 'Add Preferred Provider' actions.
3. Follow the prompts to add and/or remove providers from the list.


Next, set the preferences for each GP to include all the practice nurses (or other persons) who will help them create and manage care plans.

1. On the GP's 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. If you wish everyone in the practice to access the care plans, simply enter the organisation name in the search box instead of a particular provider's name.

### Step 5: Install cdmNet on each computer desktop

Install the cdmNet Desktop component on all desktops being used by each of the registered GPs or practice nurses involved in the creation of care plans.

To do this:


1. Check if the cdmNet Desktop is already installed on the desktop. If it is installed, the cdmNet icon (  ) should appear in the Windows notification area (bottom right of screen).<sup>1</sup>
2. If cdmNet Desktop is not installed, you can download it at [cdm.net.au/help/downloads](http://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 6: Set up cdmNet usernames and passwords on each desktop

To allow automatic login, the username and password for each user needs to be entered into cdmNet Desktop on their desktop computer.

Prior to carrying out this step, each user should ensure that their cdmNet password is confidential, if necessary by logging into cdmNet at [cdm.net.au](http://cdm.net.au) and changing their password.

Each user should then complete the following actions:

1. Click the cdmNet icon (  ) in the Windows notification area.
2. Go to 'Settings'.
3. Select their name under the cdmNet tab and click 'Edit'.
4. Enter their registered cdmNet username and password into the slots provided.

## Step 7: Accept the Service Agreement

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

To do this, the responsible person should:

1. Check if your 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](http://cdm.net.au/serviceagreementterms);
3. Fill out the Service Agreement at [cdm.net.au/serviceagreement](http://cdm.net.au/serviceagreement), or print and fax or post as instructed.

This step can be completed within one month of registration with cdmNet (or as may be provided by other offers).

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<sup>1</sup> If you or the GP has installed the PrimaryCare Sidebar®, cdmNet will also appear in the Linked Care panel of the Sidebar.

## 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

This completes the practice setup. If you need help with any of these steps, you can access the help pages at [cdm.net.au/help](http://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.