



cdmNet Desktop

Setup guide for downloading
documents from cdmNet

Version 4.2.0



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1. Overview

Precedence Health Care has developed cdmNet Desktop to facilitate effective use of the cdmNet system.

cdmNet is an online service that supports management of chronic conditions in primary care, by acting as a conduit for collaboration between health care providers. cdmNet allows General Practice staff to create, view and manage GP Management Plans and Team Care Arrangements. It also allows other members of the care team, including the patient, to access care plan details and collaborate in the care planning process.

This document outlines how to set up and use the Download Documents feature for your clinical desktop software (Best Practice, Zedmed or Medical Director 3).

The Download Documents feature allows you to download the documents associated with the patient's cdmNet health record, and imported them automatically into the patient's desktop record.

For technical support related to cdmNet Desktop or cdmNet, please visit cdm.net.au/help.

Please note that (at the time of writing) the download documents feature is not compatible with Monet.

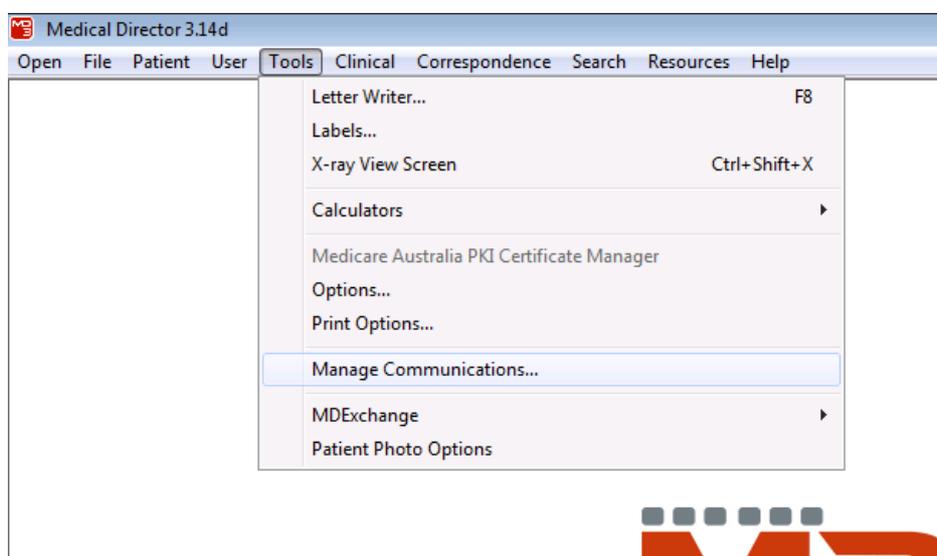
2. Setting Up for Medical Director

Step 1

Create a folder somewhere on your computer with 'cdmNet' in its name; for example, 'cdmNet Documents'. This is where the downloaded documents will be stored temporarily before they are imported by Medical Director.

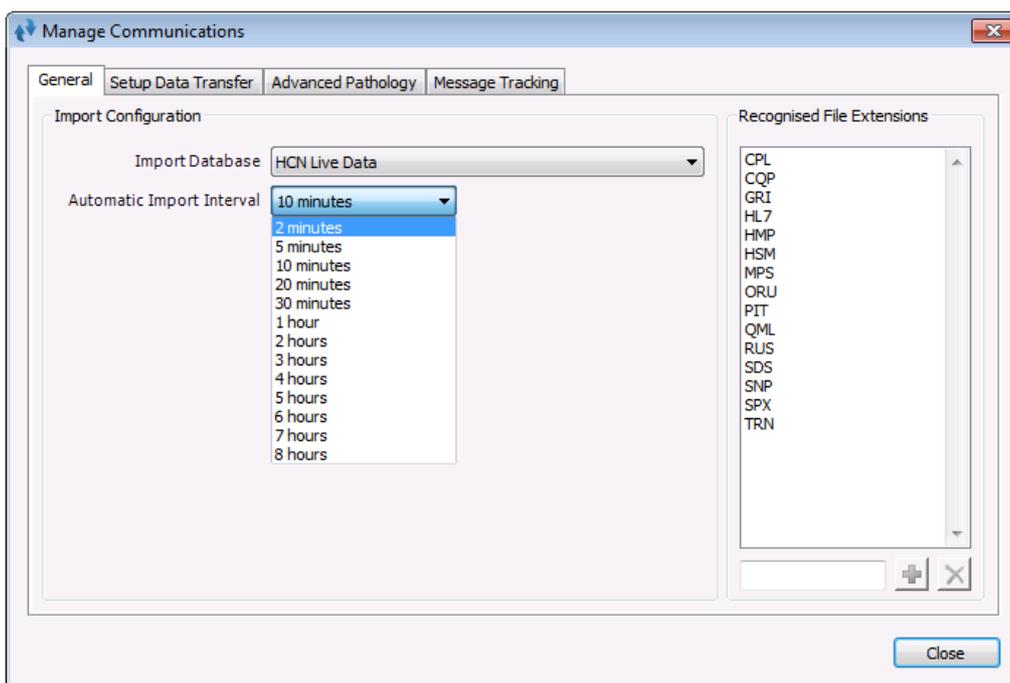
Step 2

Close or minimise all patients and select the **Tools** menu at the top of Medical Director. Select **Manage Communications...**



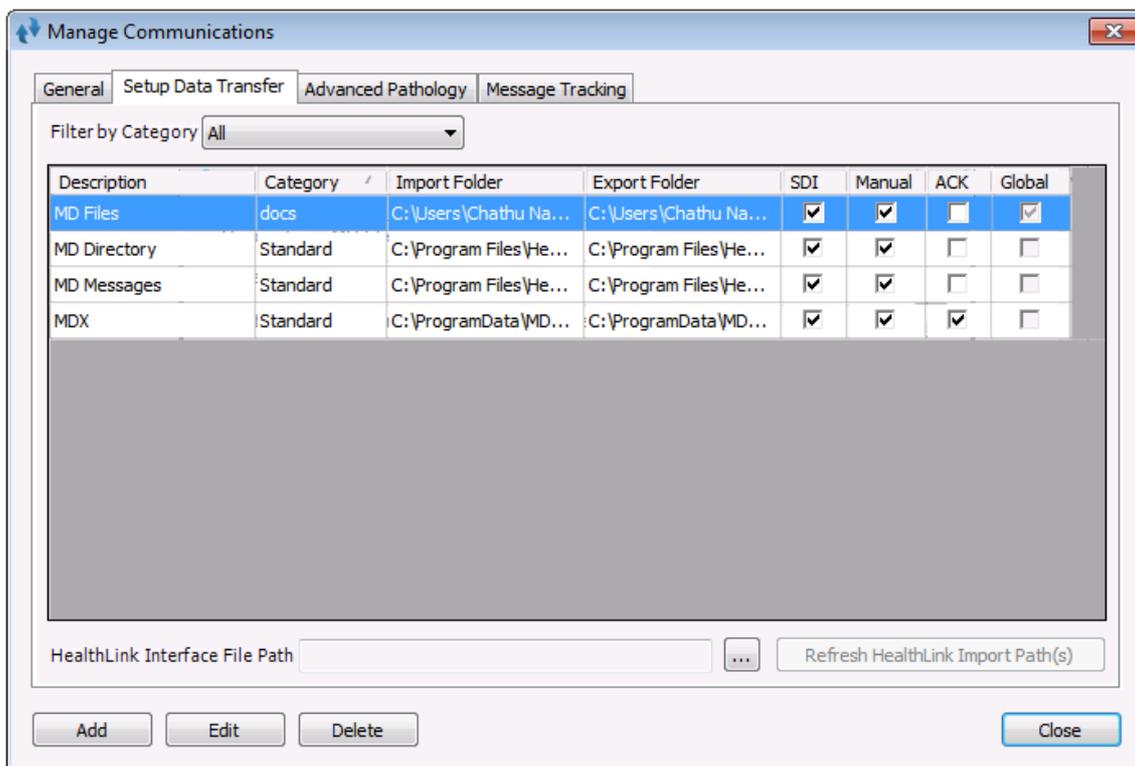
Step 3

In the **General** tab, the **Automatic Import Interval** is (by default) set to 10 minutes. This is the period of time it may take before Medical Director imports documents downloaded by cdmNet Desktop. It is up to you whether you would prefer to keep this setting or change it to a shorter interval, for example 2 minutes.

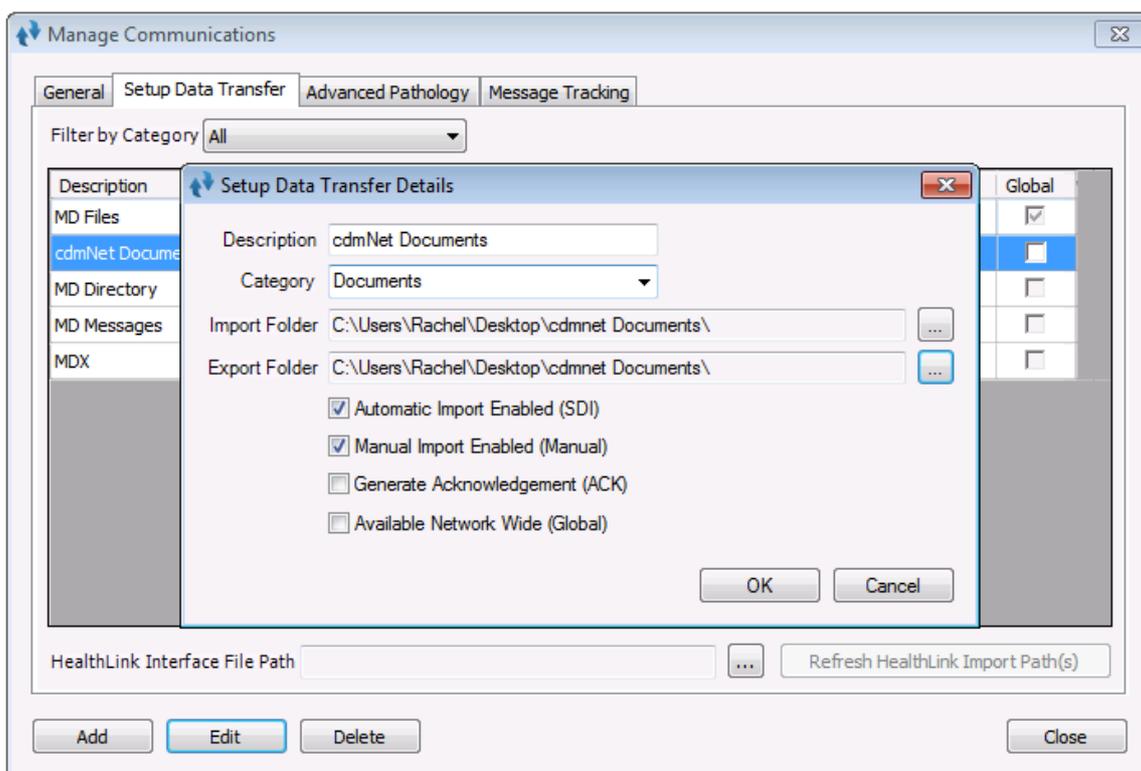


Step 4

Select the Setup Data Transfer tab.



Click **Add**. In the **Description** text box, add a description such as 'cdmNet Documents'. In the **Category** text box, add a category you feel is appropriate. In the **Import Folder** field, click the ... button to find and select the folder created in Step 1. Use the same folder for the **Export Folder** field. Tick both the **Automatic Import Enabled (SDI)** box and the **Manual Import Enabled (Manual)** box. Click **OK**.



Close the **Manage Communications** window once you are happy with the settings (saving changes when prompted).

Step 5

Open a patient in Medical Director. You can now choose **Download documents** from the **cdmNet Desktop** menu for any patients who have documents in cdmNet.

Patient : Gabriel Celeste
 Gender : Male
 Born : 01-Jan-2001

Check status
 Update health record
 Go to health record
Download documents

By default, all documents on the patient's cdmNet health record are selected for download. Click **Download** to download the selected documents.

Patient Documents Gabriel CELESTE Born: 1-Jan-2001 (13 years) Gender: Male

Select the documents you want to download.

Current Care Plans

Name	Created Date	Approved Date
<input checked="" type="checkbox"/> Current Care Plan	---	---
<input checked="" type="checkbox"/> Patient Summary	---	---

Approved Care Plans

Name	Created Date	Approved Date
<input checked="" type="checkbox"/> GP Management Plan (721)	01/08/2013 3:55 PM	01/08/2013 3:56 PM

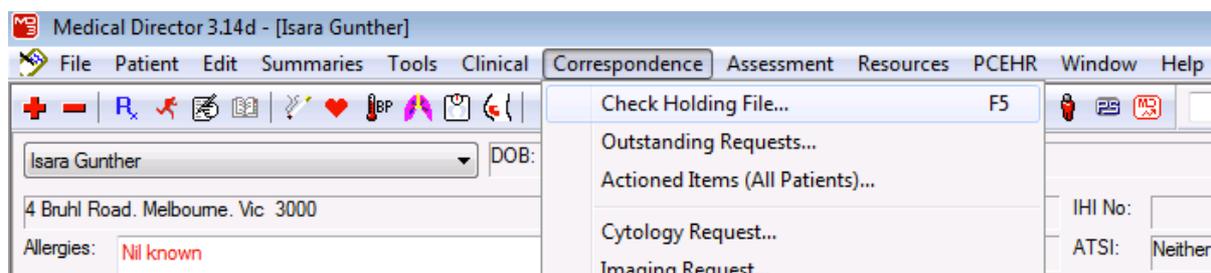
Download Cancel

cdmNet Documents Download

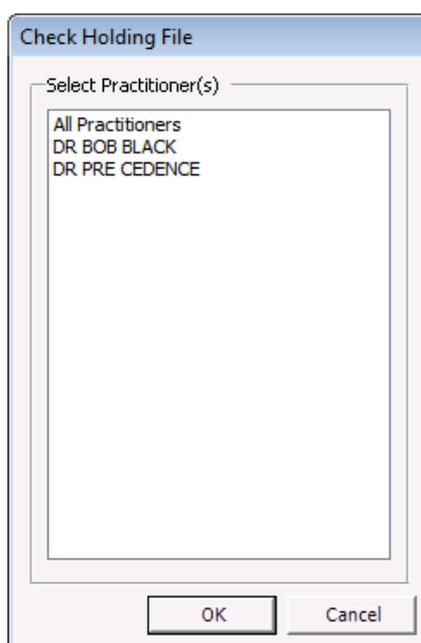
Downloading patient documents...

Progress bar: [25%]

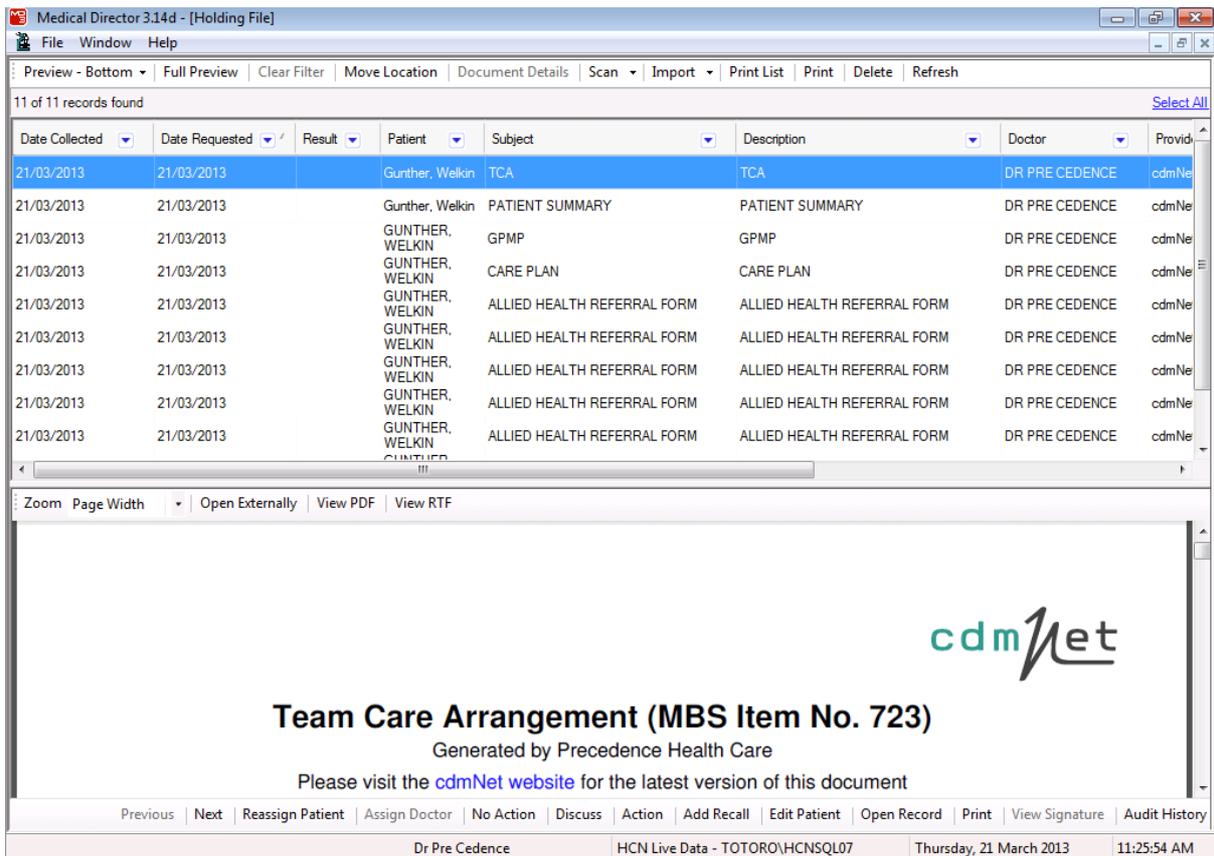
Within the period you chose in Step 3, Medical Director automatically imports the documents to the holding file. Close all patients, select **Correspondence** from the menu bar and then **Check holding file...**



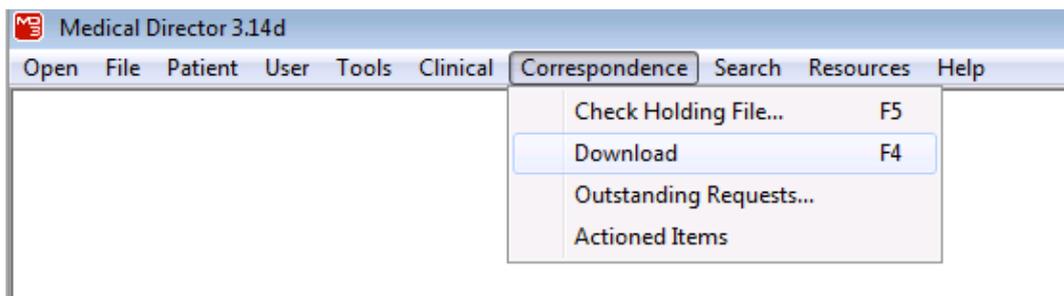
Medical Director prompts you to select the practitioner for whom you wish to view the documents.



Here, you will find all relevant documents and can select an appropriate action for each document.



If you do not see the documents you were expecting to see, you can force the download by closing all patients, clicking **Correspondence** in the menu bar and then selecting **Download**.



Step 6

Once you have chosen an action for these documents, they appear in the **Results** tab of your patient's Medical Director record.

The screenshot shows the Medical Director 3.14d interface for patient Isara Gunther. The patient's details include DOB: 05/06/1986, 26 years old, Occupation: Engineer, and address: 4 Bruhl Road, Melbourne, Vic 3000. The interface displays a table with 4 records found, showing dates checked, checked by, date collected, date requested, sender/provider, recipient/doctor, subject, description, and notation.

Date Checked	Checked By	Date Collected	Date Requested	Sender/Provider	Recipient/Doctor	Subject	Description	Notation
19/12/2012	DR PRE CEDENCE	19/12/2012	19/12/2012	cdmNet	DR PRE CEDENCE	GPMP REVIEW	GPMP REVIEW	No action
19/12/2012	DR PRE CEDENCE	19/12/2012	19/12/2012	cdmNet	DR PRE CEDENCE	DENTAL REFERRAL FORM	DENTAL REFERRAL FORM	No action
21/03/2013	DR PRE CEDENCE	21/03/2013	21/03/2013	cdmNet	DR PRE CEDENCE	TCA REVIEW	TCA REVIEW	No action
21/03/2013	DR PRE CEDENCE	21/03/2013	21/03/2013	cdmNet	DR PRE CEDENCE	TCA	TCA	No action

For further information, see the Medical Director 3 documentation.

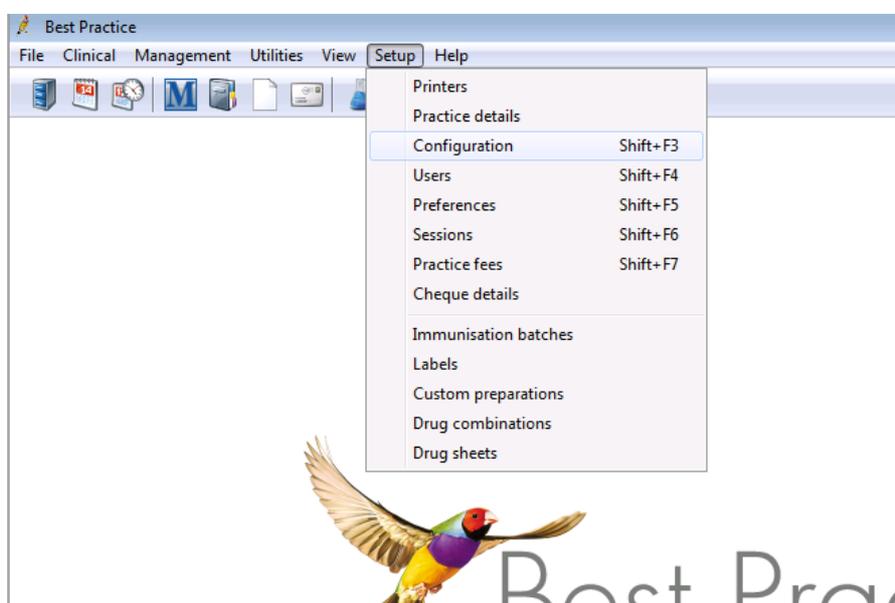
3. Setting Up for Best Practice

Step 1

Create a folder somewhere on your computer with 'cdmNet' in its name; for example, 'cdmNet Documents'. This is where the downloaded documents will be stored temporarily before they are imported by Best Practice.

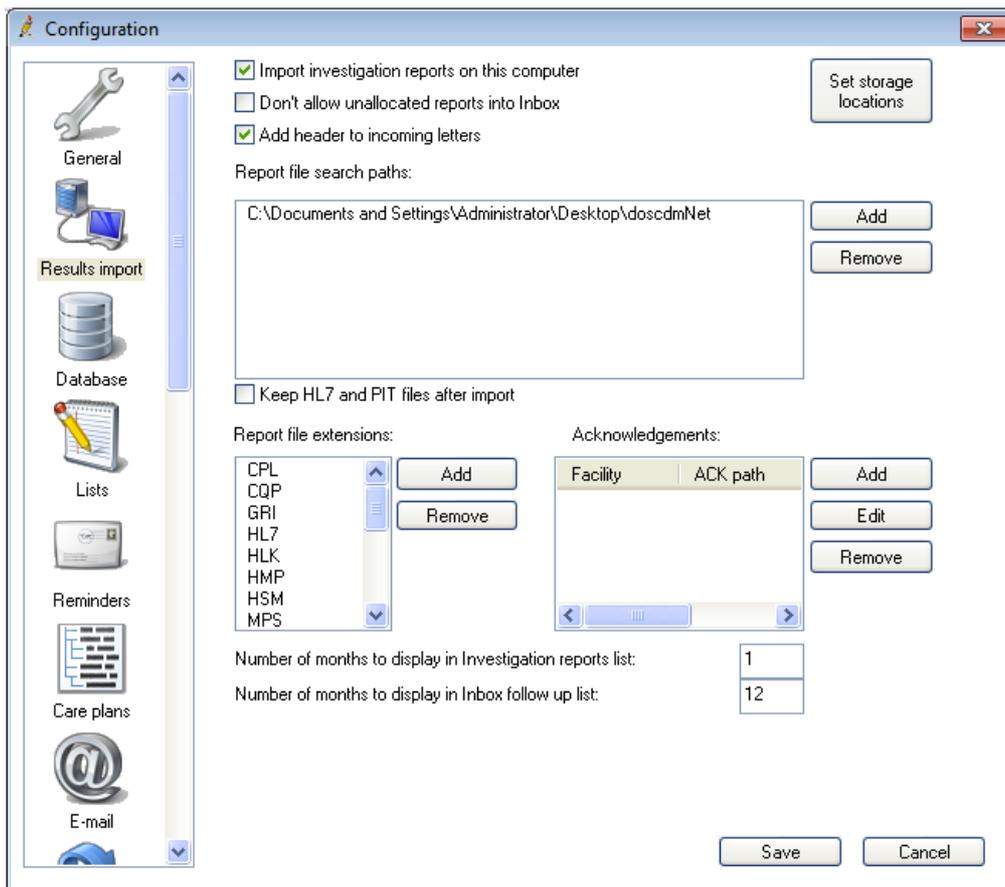
Step 2

Close or minimise all patients and select the Setup menu at the top of Best Practice. Select Configuration. If your user account does not have appropriate permission you may need to talk to your IT department about access.



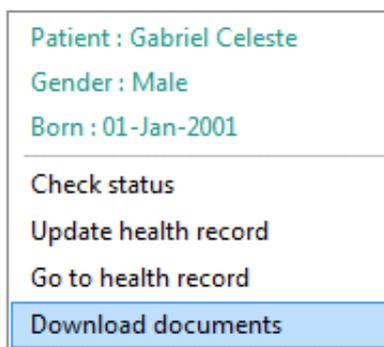
Step 3

Select Results Import. Next to the Report file search paths box, click Add and find the folder you created in Step 1. Ensure that the Import investigation reports on this computer box is ticked. Click save when you are happy with the settings.

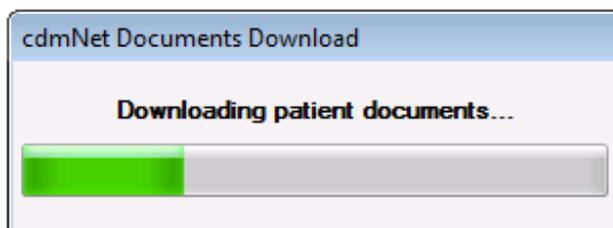
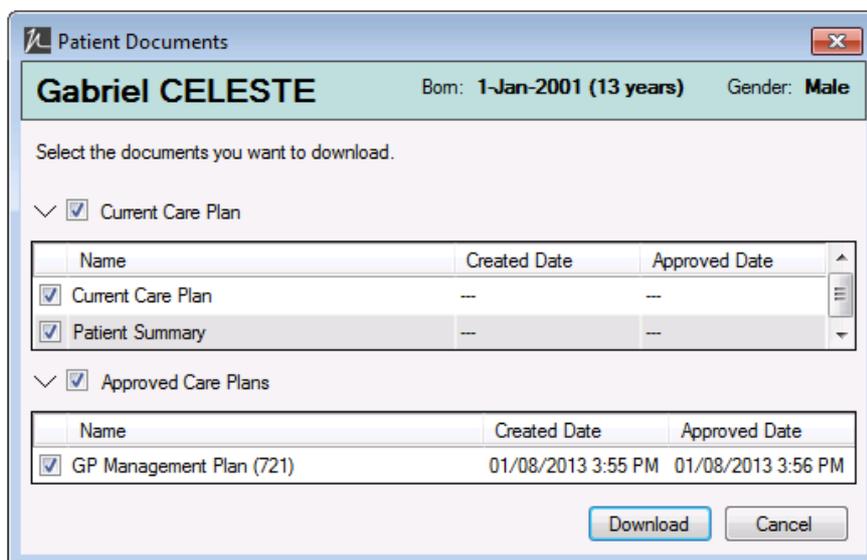


Step 4

You can now choose **Download documents** from the cdmNet Desktop menu for any patients who have documents in cdmNet. Within 5 minutes, Best Practice automatically imports the documents to the holding file.

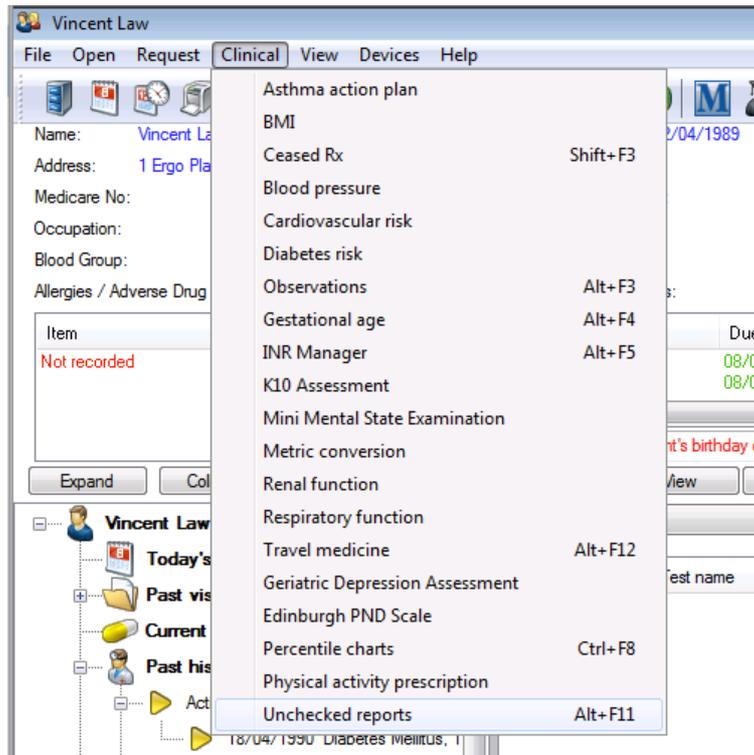


By default, all documents on the patient's cdmNet health record are selected for download. Click **Download** to download the selected documents.



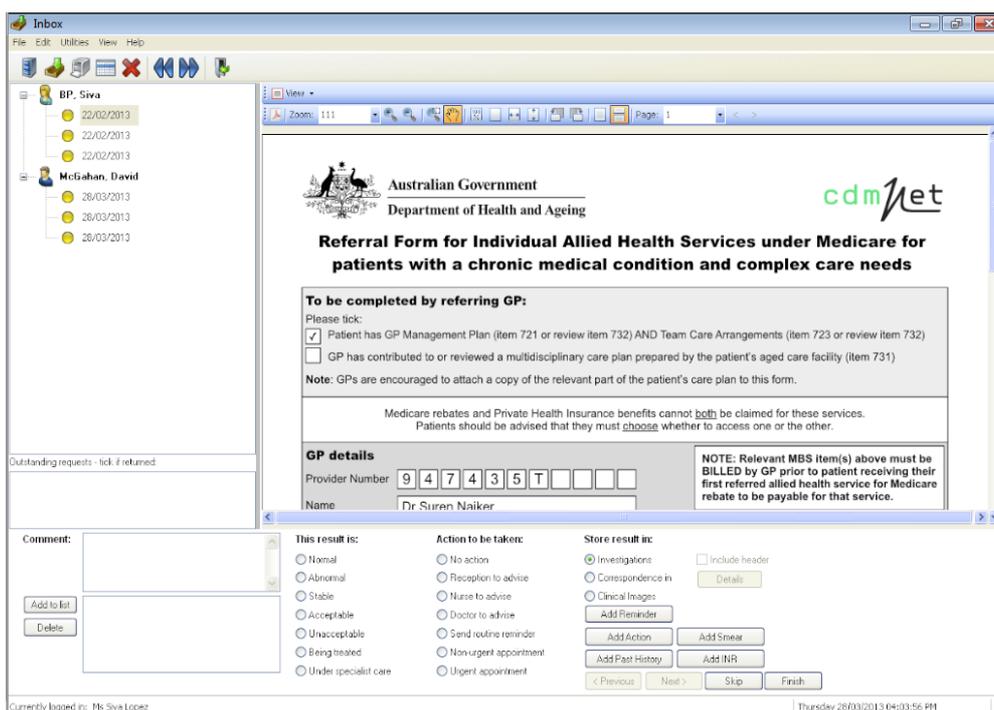
Step 5

With the patient still open, select the **clinical** menu, and select **Unchecked reports**. Click the inbox icon and choose the inbox. Set an appropriate action for each document that appears and click **Finish**.



Step 6

The documents appear in the Investigation Reports of your patient's Best Practice record.



The screenshot displays the cdmNet software interface for a patient named Pino Chan. The top section shows patient details: Name (Pino Chan), D.O.B. (09/12/2004), Age (8 yrs), Sex (Female), Address (3 Ergo Place Melbourne 3000), and Medicare No. Below this, there are sections for Allergies / Adverse Drug Reactions (listing Japanese Encephalitis Vaccine Rash) and Actions/Reminders (listing preventive health checks for Influenza, Medication Review, and Diabetes Cycle of Care). A left-hand navigation pane shows a tree view of the patient's medical history, including Today's notes, Past visits, Current Rx, Past history (Diabetes Mellitus, Type 1), Immunisations, and Investigation reports (Care Plan, GPMP Review, Patient Summary, Care Plan). The main window displays a document titled "GP Management Plan Review (MBS Item No. 732)" generated by Precedence Health Care, valid from 19-Dec-2012 to 19-Jun-2013. The document includes a table with patient details and contact information.

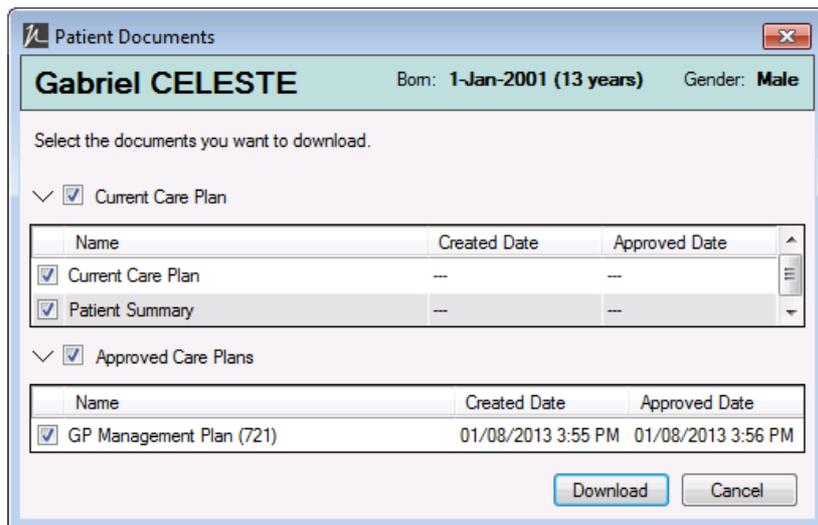
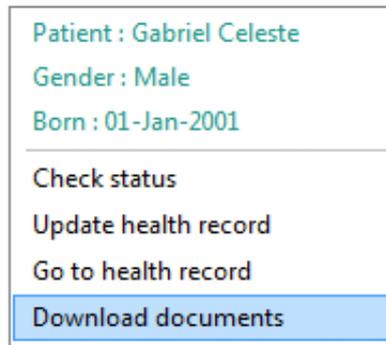
Patient Details		Date of Birth	
Pino Chan		12-Sep-2004	
Contact Information		Medicare Number	
3 Ergo Place, Melbourne, Victoria, 3000		None Recorded	

For further information, see the Best Practice documentation.

4. Setting Up for Zedmed

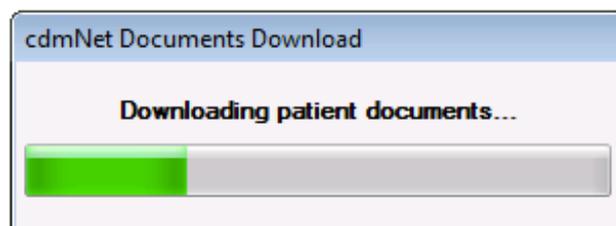
Step 1

cdmNet Desktop sets up the functionality of this feature in Zedmed automatically. No extra settings are required in order for the documents to be downloaded.



Step 2

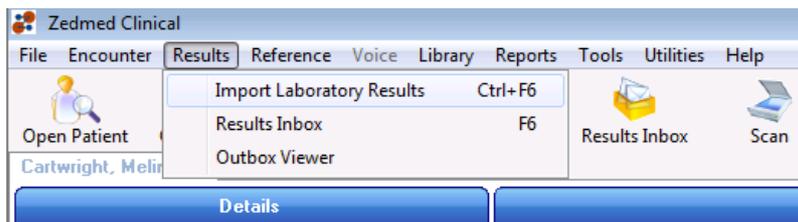
You can choose **Download documents** from the cdmNet Desktop menu for any patients who have documents in cdmNet.



By default, all documents on the patient's cdmNet health record are selected for download. Click **Download** to download the selected documents.

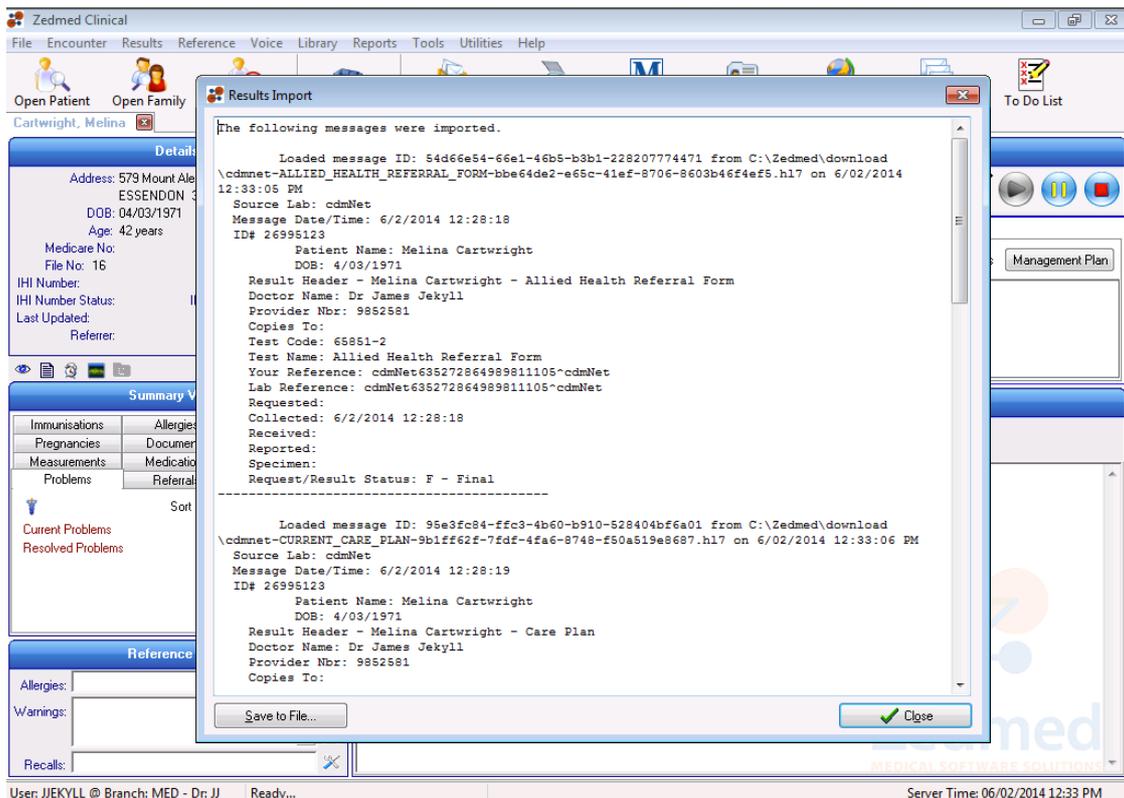
Step 3

With the patient health record still open in Zedmed, select the **Results** menu and click **Import Laboratory Results**.



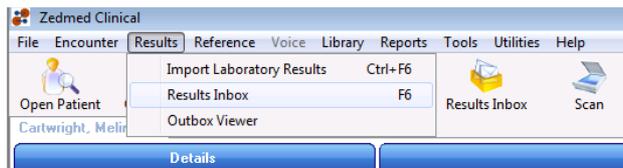
Step 4

The imported results appear. Click **Close**.



Step 5

Select the **Results** menu and click **Results Inbox**.



Step 6

The downloaded documents appear where you can select the appropriate action for them.

Results Inbox
Showing Records: [1 - 34 / 34] - Sorted By Priority [Descending]

Patient	Assigned To	Result Reported Date	Result Collected Date	* Result Type	Result Description	Patient Notified	* Message	
1	Jekyll, Dr James (JJEK...	05/02/2014	05/02/2014	Result	Patient Summary	//	//	
1	Jekyll, Dr James (JJEK...	05/02/2014	05/02/2014	Result	Care Plan	//	//	
1	Jekyll, Dr James (JJEK...	05/02/2014	05/02/2014	Result	GPMP	//	//	
1	Amane, Misa	04/02/2014	04/02/2014	Result	GPMP	//	//	
1	Cartwright, Melina	Jekyll, Dr James (JJEK...	06/02/2014	06/02/2014	Result	Patient Summary	//	//

There are 34 results for <User Roles> <Jekyll, Dr James (JJEKYLL)> currently displaying records 1 - 34.

Patient Goals and Tasks for Sheldon Cooper — valid from 5-Feb-2014

Goal	Target	Your Tasks
Achieve optimal health	Identified goals achieved	Determine main objective
Development of a pain management plan	Optimal pain management	Use outcath/its pain management plan
Maintain healthy diet	Patient maintaining healthy diet	Action to achieve target
Maintain physical activity	30 Minutes per day of selected exercise 5 days per week, within patient limitations	Action to achieve target
Manage body weight	Weight ≤ 95% of current Weight	Action to achieve target
Cease smoking	Complete cessation and avoid secondhand smoke	Nicotine replacement therapy
Consider additional therapies	Optimal treatment using complementary therapies	Action to achieve target
		Use of complementary therapies

Appointments Due (Please call provider and make appointment when due)

Provider	2014												2015											
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Ashley Webb (Physician)																								
Outcath/Enterprise (Dietitian)																								
Dr Pre Cadence (GP) SHIP (GP)																								
Rebecca Neal (Complementary Therapist)																								
Amanda Purvis (Nurse Practitioner / Registered Exercise)																								
Rosie Proctor (Special Medicine / Nephrologist)																								

Result Navigation: Fullscreen, Error, Next

Actions: Routine Appointment, Urgent Appointment, All OK, Notify Patient, Mark Result Complete, Patient Notified, Update Result, Help, Close



5. For Further Information

For further information on cdmNet Desktop or cdmNet, please visit the Precedence Health Care website at precedencehealthcare.com.

For all support requests, please visit cdm.net.au/help.