

## Accessing cdmNet

1. When a GP adds you to a patient's shared digital record or care plan you will receive an email with a link to login and view the record (See Fig 6)  
  
Alternatively, login at [cdm.net.au](http://cdm.net.au)
2. You can view all your patients via selecting 'Patients' (Fig 1)
3. To access an individual patient click on the **patient's name**
4. To navigate back to the list, click **Patients** (Fig 1)
5. You can also edit your Organisation details via **Preferences** (Fig 1) including how GPs refer to members of your organisation.

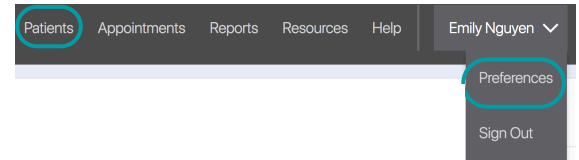


Figure 1

## cdmNet Useful Tabs

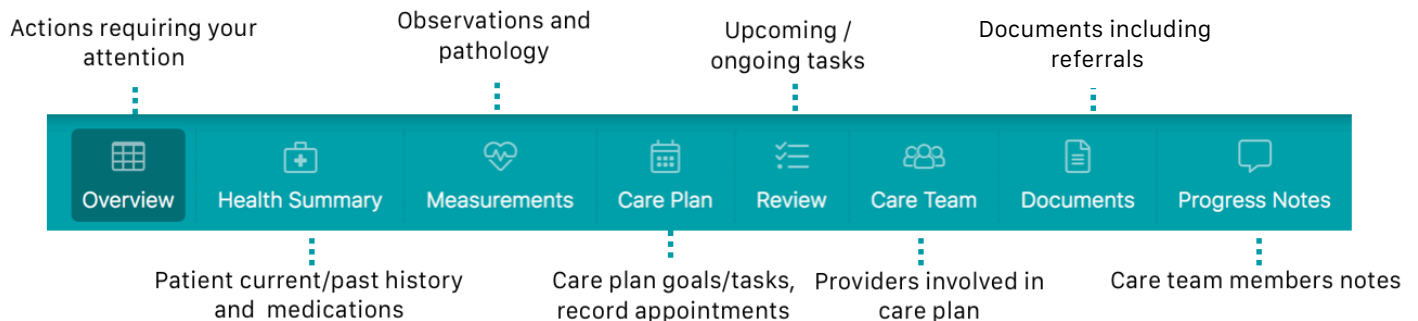


Figure 2

## Upload Documents

1. In the **Documents** tab, select **Upload Document** (Fig 3)
2. Choose the file you wish to upload
3. Choose if you wish everyone on the care team to see the document or only specific people
4. Select **Upload**

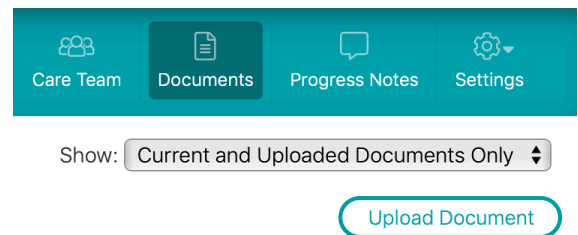


Figure 3

## Adding an Appointment

1. In the patient record, select the **Care Plan** tab
2. To record appointments scheduled/attended/missed : select the date next to the task assigned to you (Fig 4)

Task	Responsible	How Often	Last	Next	Comment
Domiciliary medication management review	Mrs F. Ford (Pharmacist)	Every 2 years		Due Nov 2018	

Figure 4

## Progress Notes

1. You can add progress notes for the GP, care team and the patient in the **Progress Notes** tab
2. Enter the note and click **Add Note** (Fig 5).

Discussed with patient a FODMAPS trial to help manage symptoms

Add Note

Figure 5

## Email Sent to Pharmacist



Dear Mrs Ford,

**Re:** care plan for Frank Smith (cdmNet Number: [1582380163](#))

In consultation with the above patient, I have prepared and approved a care plan, and in discussion with them included you as a participating care team member on that plan.

Please [click here](#) to sign in and view all aspects of the care plan.

**You may undertake the following actions on visiting cdmNet for this patient:**

- Record any appointments that the patient has made to see you on the 'Care Plan' tab;
- Add any suggestions to the 'Progress Notes' tab for consideration by the GP; and
- Download and save a copy of the care plan for your records from the 'Documents' tab.

If you have any further queries, please contact [cdmNet support](#).

Yours sincerely,

Dr Julia Hay

[1300 236 638](tel:1300236638)

Figure 6

## Precedence Support

For further assistance or technical support 8.30am and 7pm (AEST) Monday to Friday

**Email:** [support@precedencehealthcare.com](mailto:support@precedencehealthcare.com)

**Phone:** 1300 236 638