




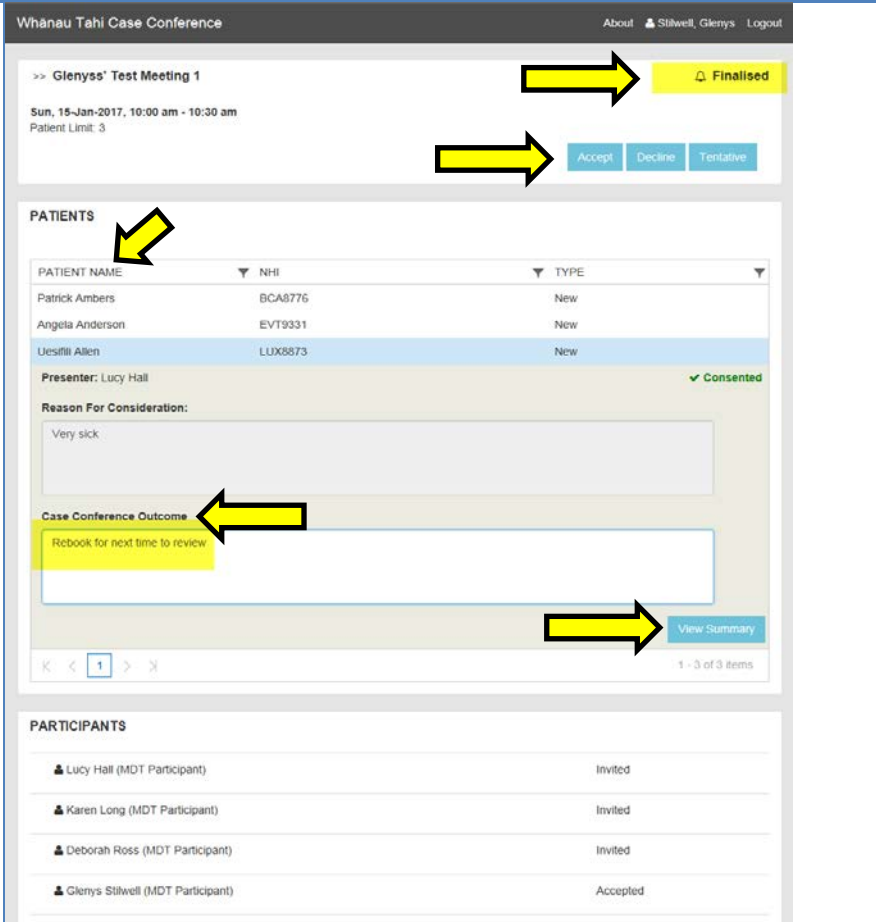
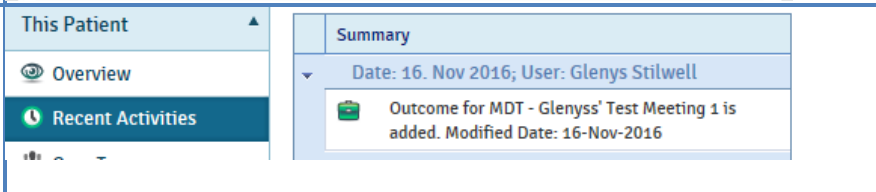
# Whānau Tahi User Guide

## How to get Help

HealthAlliance provides Whanau Tahi Connected Care support during business hours (0800 - 1700hrs)

They can be contacted on **0800 268 626** or [sharedcare@healthalliance.co.nz](mailto:sharedcare@healthalliance.co.nz)

## How to View and Participate in a Case Conference (MDT) Meeting

<p>Select <b>My Case Conference Portal</b> from the top right of your screen</p>	
<p>Select the correct <b>MDT Meeting</b> once it has been <b>Finalised</b></p> <p>Select <b>Accept / Decline / Tentative</b></p> <p>Click on the <b>Patient Name</b> to view the <b>Reason for Consideration</b>. Click on <b>View Summary</b> to see the Snapshot summary for the patient</p> <p>The MDT Meeting will be held and, at the end of each clinical discussion, type the <b>Case Conference Outcome</b> into the free text field</p> <p>Only one person should be nominated to the write the <b>Case Conference Outcomes</b> per patient</p> <p>Note that this field <b>AUTOSAVES</b> as you type in to it</p>	
<p><b>Case Conference Outcomes</b> for each patient will be viewable in the main patient record, both in the <b>Case Conference</b> menu and the <b>Recent Activities</b> menu in Whanau Tahi</p>	



## How to Book a patient into a Case Conference (MDT) Meeting

All Shared Care users can book a patient into a Case Conference

Open the patient's Shared Care record

From the left menu select **Case Conference**

Select **Book Patient into MDT Meeting**

Select the MDT

Select the Meeting

Note - If a meeting is fully booked - that is, the maximum number of patients for discussion has been reached - the meeting will be **greyed out**. You can then select the next available MDT Meeting in the schedule.

Type in the **Reason for Consideration**

The Presenter field automatically populates with the Users name. This should be changed if they are not going to be the Presenter during the actual MDT Meeting.

The option to tick the box **Request Earlier Slot** relates to recurring MDT Meetings. It allows a MDT participant to request that a case be added to an earlier MDT Meeting, even if those meetings already have the maximum number of cases for discussion. The MDT Administrator will receive and consider the request. They may move a less urgent case to a later MDT to accommodate a more urgent case. This should be done in discussion with the MDT participants

The option to tick the box **Patient has consented for inclusion in this case conference** is also an optional but important part of the MDT process. Patients' should provide their **VERBAL** consent to be discussed in a MDT Meeting.

To confirm that a patient has consented, tick the **Patient has consented for inclusion** box.

Click **Book Now**

The Booked Meeting will now display

MDT	Meeting	Meeting Date	Status
Glenyss' Test Meeting 1	Glenyss' Test Meeting 1	Thu, 15/12/2016, 10:00 AM	Planned

1 - 1 of 1 items