

This QRG is for LHD service staff.
 This outlines the process for acceptance into the care team from a GP invitation.

LHD team members

1. As many LHD services are operated by teams, **all team members will receive an email from Orion stating the service has been invited** into the Care Team. e.g. NNSWLHD.LIS.Physio

2. **Designated team** member logs into the Shared Care Tool, with generic Orion service username and password.(provided to the team by the project).

3. **"Go to Care Team Invites"**. **Accept invite on behalf of service** from within the Shared Care Tool. This will generate an email to all team members saying an invite has been accepted.

4. **Log out** of generic service Orion account.

5. Team members **log into Orion using their personal** account and use search feature to find accepted patient.

6. **Search for the IHI and open the patient record in Orion and add to your personal worklist.** Communicate with other team members the patient accepted and they add the patient to their worklist.

7. **All subsequent documentation** regarding an accepted patient in the Shared Record, **is done via and individual user account.**

