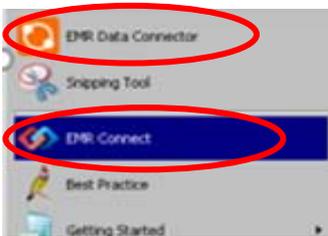Below is a QRG for GPs using EMR Connect. Each Lane is a decision or action.
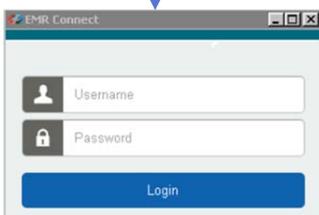
1. Decision to use Orion Shared Care Tool.

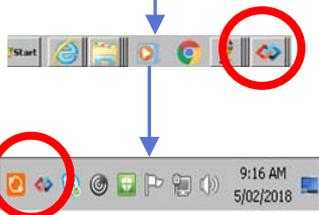**Open Patient** in Best Practice or Medical Director Programs

Ensure EMR data connector is active on desktop.
Click EMR Connect from Windows Menu.

EMR Data Connector
Snipping Tool
EMR Connect
Best Practice
Getting Started

Login to EMR Connect with your Username (Firstname.Lastname,) and password

EMR Connect
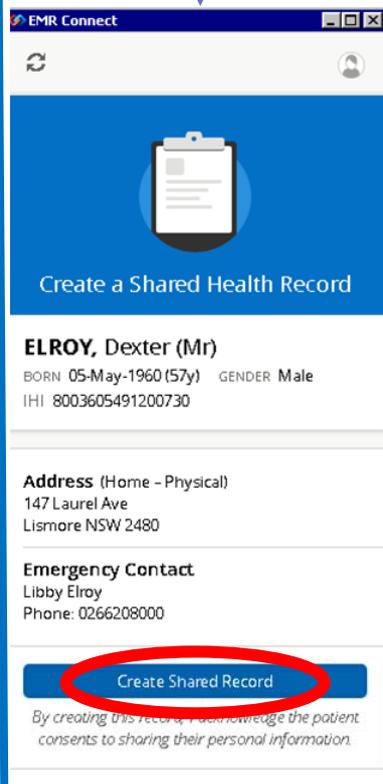Username
Password
Login

NB: EMR Connect can stay open and be **accessed from the Taskbar or Toolbar.**

2. Gain patient verbal consent and enrol patient in Orion Shared Care Tool.

If the patient does not already have a Shared Health Record you will be prompted to create one.

Click the 'Create Shared Record' Button.

Create a Shared Health Record

ELROY, Dexter (Mr)
BORN 05-May-1960 (57y) GENDER Male
IHI 8003605491200730

Address (Home – Physical)
147 Laurel Ave
Lismore NSW 2480

Emergency Contact
Libby Elroy
Phone: 0266208000

Create Shared Record

By creating this record, I acknowledge the patient consents to sharing their personal information.

NB: GP centre **must be My Health Record approved** and have **Individual Health Identifier stored** in GP CIS. If no IHI available, error message will appear.

3. Updating patient information in the Orion Shared Care Tool

Ensure information is updated first in Best Practice or Medical Director for sharing of information in Orion

From the "Step 1" tab, Use **tick boxes to select Conditions, Allergies and Procedures** for upload.

Conditions and Procedures can be filtered for confidential and inactive.

Once details are ticked, **click the 'Update' button in each relevant field.**

EMR Connect

ELROY, Jake (Mr)
BORN 04-Apr-1956 (61y) GENDER Male
IHI 8003606555463650

Step 1 | Step 2

Allergies & Adverse Reactions
Select All
ACE Inhibitors (High Risk) — Anaphylaxis
Upload 1
Update

Conditions
Select All | Filter
Confidential
Inactive
Filters only apply to conditions not uploaded to the Shared Record.
Chronic — Onset
Left — Onset
Upload 2
Update

Procedures
Select All | Filter
Left Lower Lobectomy — Performed 01-Jan-2010
Upload 1
Update

To remove a Condition, Allergy or Procedure from the portal view, **untick** the required box and **click "Update".**

From the **Step 2 tab, enrol the patient in the "Shared Care"** workflow by pressing the small plus button

NB: The above process can be used for Current Medication, Prescription History & Care Plan Upload. Separate QRGs exist relating to Medication Uploads and Care Plan Upload with EMRC.

Once upload complete this information is viewable on the Shared Care Portal to all care team members for a patient.