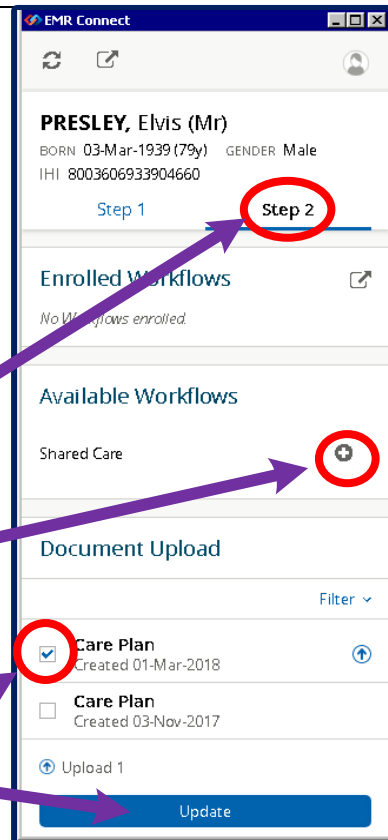


Care Plans can be uploaded from as a custom GP Care Plan from Medical Director or Best Practice.

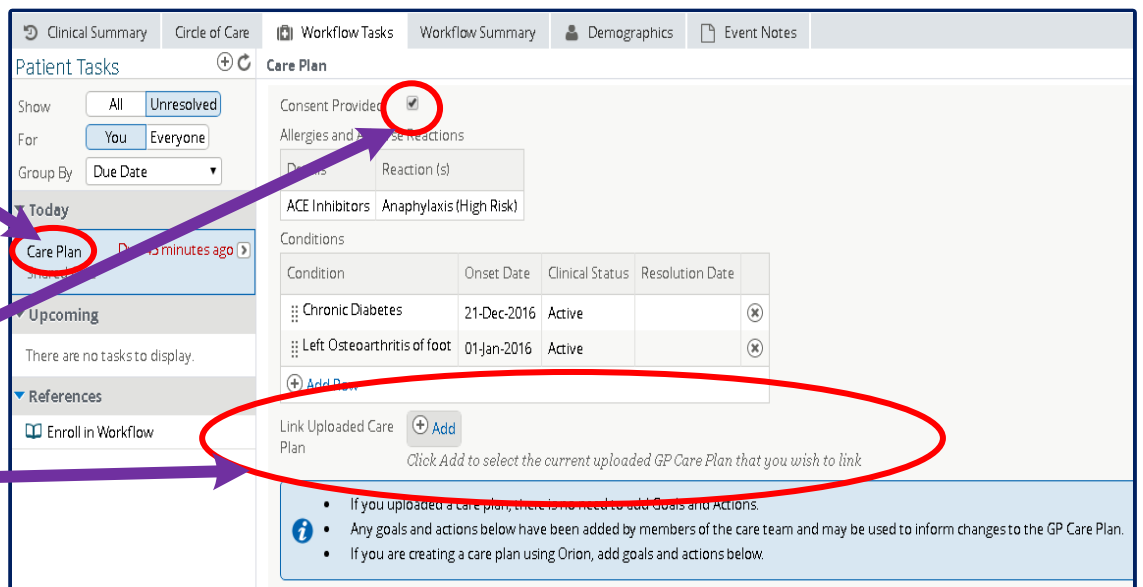
1. Care Plan document is **created** in the GP CIS.
2. **Open patient** in the GP CIS.
3. **Log into EMRC.**
- 4.. Upload relevant information from the **“Step 1”** tab.
- 5.Go to the **“Step 2”** Tab
- 6.Enrol the patient in the **“Shared Care”** workflow if not previously done.
7. Orion extracts Care Plan documents from the GP CIS to EMRC. Tick the Care Plan/s you want to upload then press **update**.
 - If Care Plan is not showing refresh EMRC.
 - Care Plans will be **viewable** to all team members in the **Clinical Document Viewer** as a PDF.



Very Important Note: Care Team Invites

As Orion mandates consent and sharing of Care Plans prior to sending **CARE TEAM INVITES**, GP Care Plans which are uploaded to the Shared Care Tool must be linked to enable Care Team Invites (see process below).

1. Go to **SCT portal** → **Consent and Care Team Invites** tab.
2. Click **Care Plan** from the left menu.
2. Tick **“Consent Provided”** box.
3. Go to **“Link Uploaded Care Plan”** and click **“Add”**.



4. Once appropriate care plan selected, **close all open fields on the page, scroll to the bottom and click “Share”**.
*Link future Care Plans in this manner.

GP's that wish to use the inbuilt Orion Care Plan template may still do so.
Please see the Care Plan creation QRG.