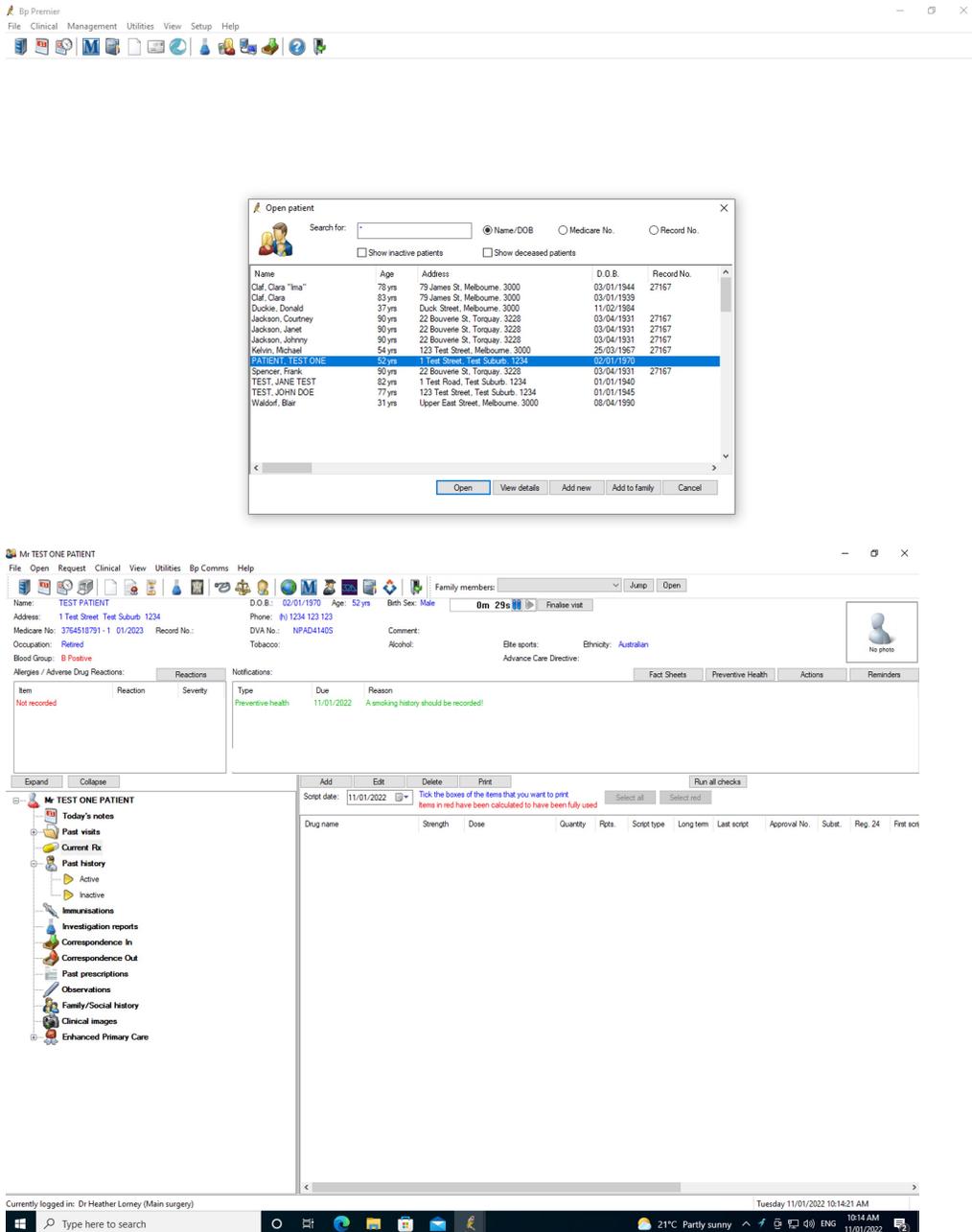


1. Open a patient in your Practice Management Software, the below screenshots display Best Practice. If using Medical Director, or Communicare, users should follow the same workflow and process.

i Ensure the patient has a mobile number or email address recorded in their file, so that Inca can send a Welcome message.



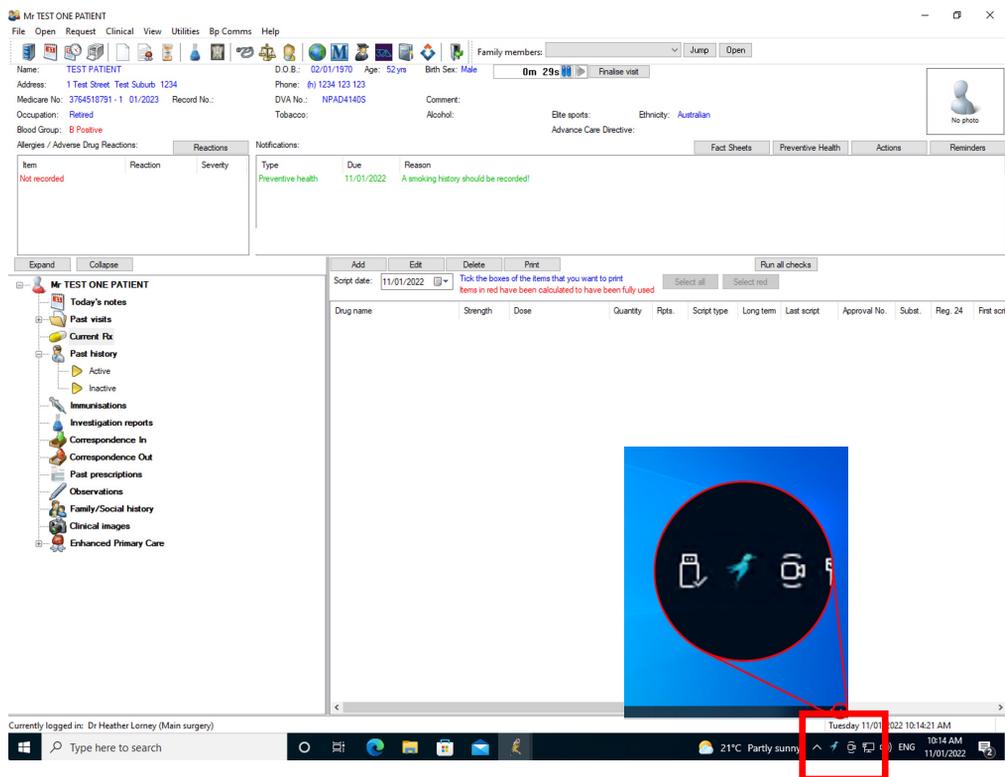
The screenshot shows the Bp Premier software interface. The top window is the 'Open patient' dialog box, which contains a search field and radio buttons for 'Name/DOB', 'Medicare No.', and 'Record No.'. Below these are checkboxes for 'Show inactive patients' and 'Show deceased patients'. A table lists several patients, with 'PATIENT TEST ONE' selected. The table columns are Name, Age, Address, D.O.B., and Record No.

Name	Age	Address	D.O.B.	Record No.
Claf, Clara "Ina"	78 yrs	79 James St, Melbourne, 3000	03/01/1944	27167
Claf, Clara	83 yrs	79 James St, Melbourne, 3000	03/01/1939	
Duckie, Donald	37 yrs	Duck Street, Melbourne, 3000	11/02/1984	
Jackson, Courtney	90 yrs	22 Bouvere St, Torquay, 3228	03/04/1931	27167
Jackson, Janet	90 yrs	22 Bouvere St, Torquay, 3228	03/04/1931	27167
Jackson, Johnny	90 yrs	22 Bouvere St, Torquay, 3228	03/04/1931	27167
Kevin, Michael	54 yrs	123 Test Street, Melbourne, 3000	25/03/1967	27167
PATIENT TEST ONE	52 yrs	1 Test Street, Test Suburb, 1234	02/01/1970	
Spencer, Frank	90 yrs	22 Bouvere St, Torquay, 3228	03/04/1931	27167
TEST, JANE TEST	52 yrs	1 Test Road, Test Suburb, 1234	01/01/1940	
TEST, JOHN DOE	77 yrs	123 Test Street, Test Suburb, 1234	01/01/1945	
Waldorf, Blar	31 yrs	Upper East Street, Melbourne, 3000	08/04/1990	

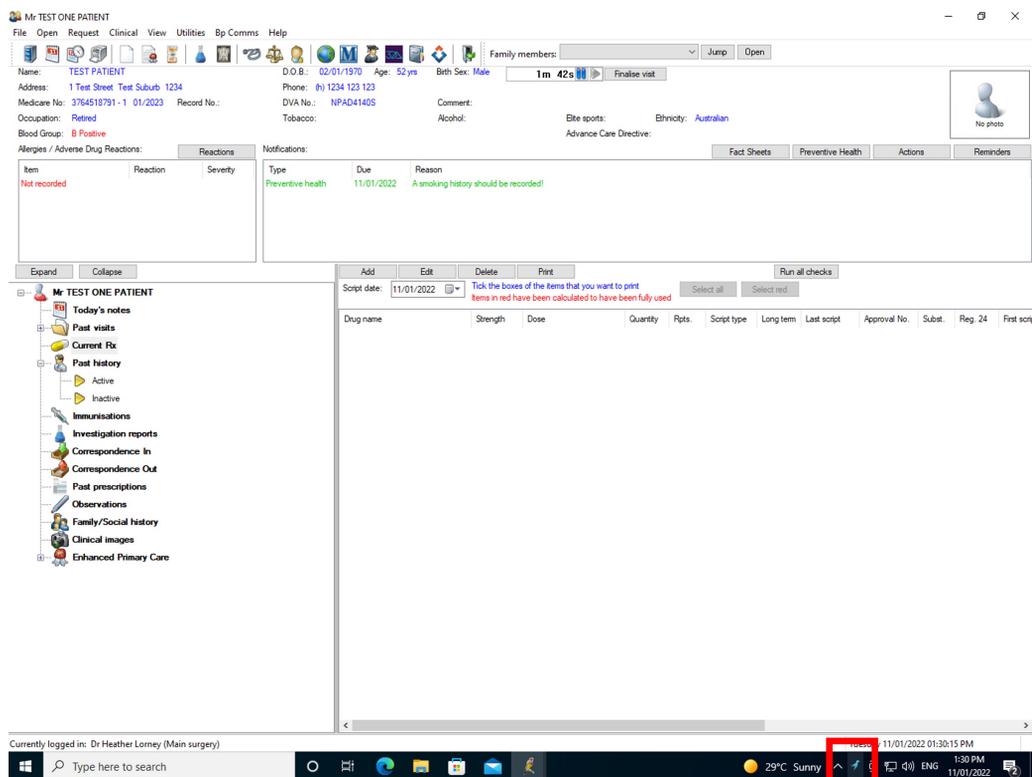
The bottom window shows the patient record for 'TEST PATIENT'. It includes fields for Name, Address, Medicare No., D.O.B., Age, Sex, Phone, DVA No., Tobacco, Alcohol, and Ethnicity. Below these are sections for 'Reactions' (with a 'Not recorded' entry), 'Notifications' (with a 'Preventive health' notification due 11/01/2022), and a list of 'Today's notes' and 'Past visits'. The interface also shows a sidebar with navigation options like 'Past history', 'Immunisations', and 'Investigation reports'.



- Once you have the patient open in your PMS, navigate to the task bar, and locate the **Precedence Connector**.



- Click on the **Precedence Connector** (Blue Bird)



4. The Connector Popup may appear when you open the patient record. If so, Click on Create in Inca.

Mr TEST ONE PATIENT

Name: TEST PATIENT
Address: 1 Test Street Test Suburb 1234
D.O.B: 02/01/1970 Age: 52 yrs Birth Sex: Male
Medicare No: 3764518791-1 01/2023 Record No.:
Occupation: Retired Blood Group: B Positive
Allergies / Adverse Drug Reactions: Reactions: Notifications:
Type Due Reason
Preventive health 11/01/2022 A smoking history should be recorded!

Precedence Connector

TEST PATIENT (Mr) Born: 2-Jan-1970 (52 years) Gender: Male Birth Sex: Male
Status: No Inca care plan
Create in Inca Close



If the Connector Popup does not popup automatically, click on Check status.

Mr TEST ONE PATIENT

Name: TEST PATIENT
Address: 1 Test Street Test Suburb 1234
D.O.B: 02/01/1970 Age: 52 yrs Birth Sex: Male
Medicare No: 3764518791-1 01/2023 Record No.:
Occupation: Retired Blood Group: B Positive
Allergies / Adverse Drug Reactions: Reactions: Notifications:
Type Due Reason
Preventive health 11/01/2022 A smoking history should be recorded!

CONNECTOR

TEST PATIENT (Male)
02 Jan 1970

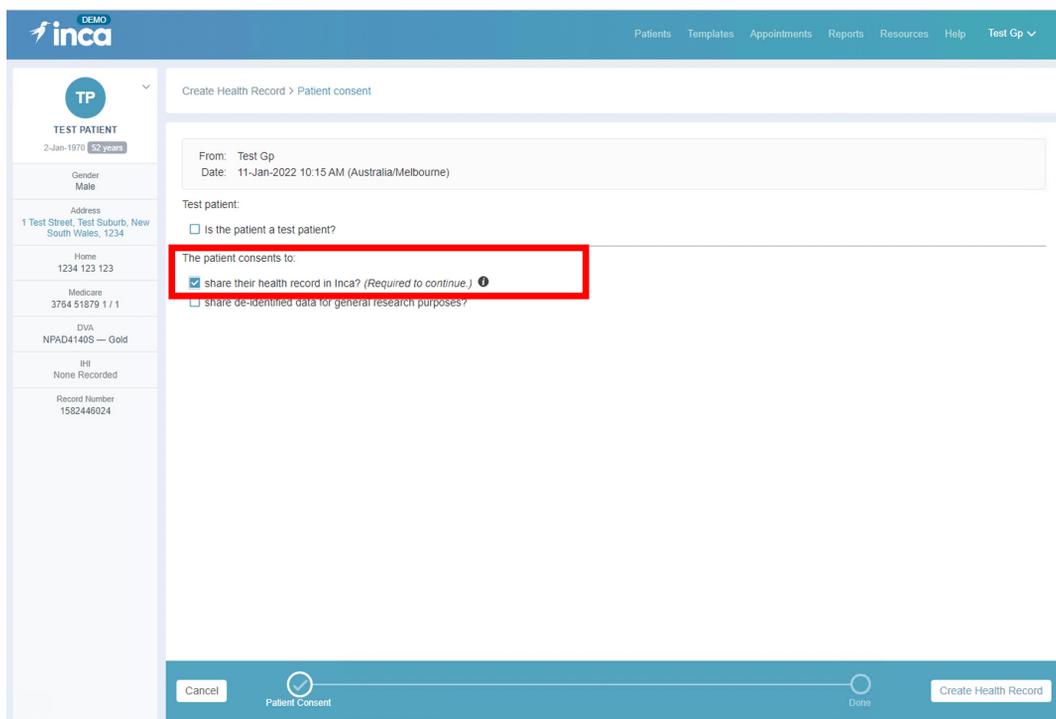
Check status

Create health record
Go to health record
Download documents
Go to patient list
Create referral
Extensions...
Turn off reminders
Check for update
Settings...
Help
About
Exit



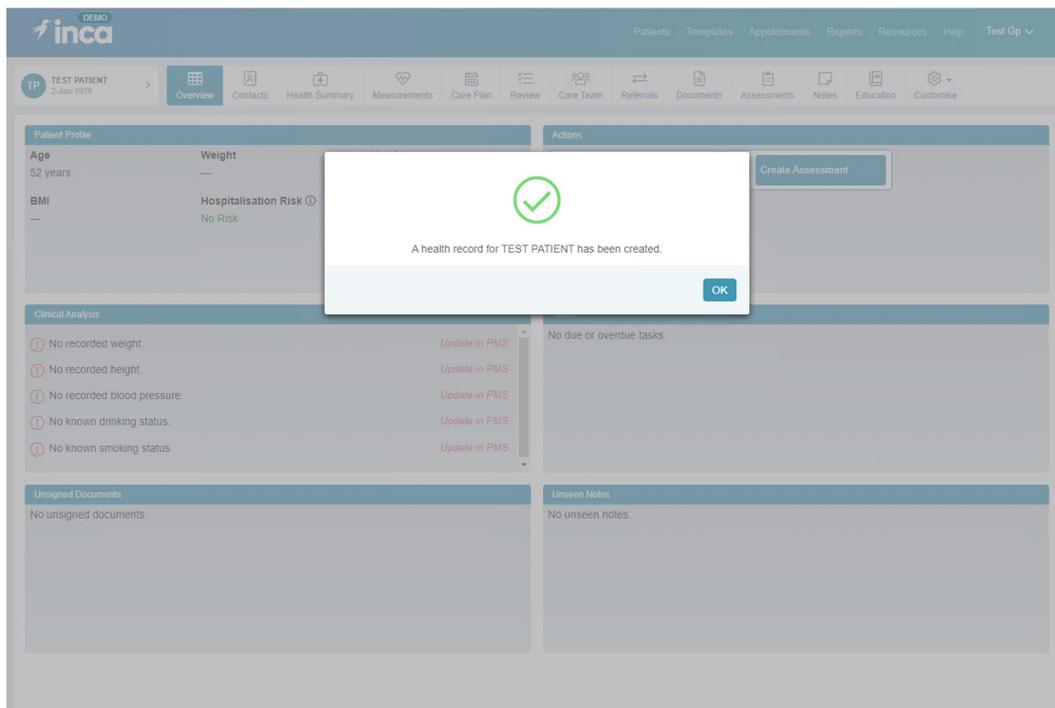
- Once you have clicked on Create in Inca, a new window will open. Click on – **share their health record in Inca**. This will share the data from your PMS to Inca and will create the patient's health record.

 *Ensure you have the patient's consent before proceeding and creating an Inca health record*



The screenshot shows the 'Create Health Record' form in the Inca system. The patient's details are listed on the left, including name (TEST PATIENT), date of birth (2-Jan-1970), gender (Male), and address. The main form area is titled 'Create Health Record > Patient consent'. It includes a 'From' field (Test Gp) and a 'Date' field (11-Jan-2022 10:15 AM (Australia/Melbourne)). Below this, there is a section for 'Test patient:' with a checkbox 'Is the patient a test patient?'. The 'The patient consents to:' section contains two checkboxes: 'share their health record in Inca? (Required to continue.)' which is checked and highlighted with a red box, and 'share de-identified data for general research purposes?'. At the bottom, there are 'Cancel', 'Patient Consent', 'Done', and 'Create Health Record' buttons.

- It may take a few seconds to complete, once the health record has been created, you should see the below window.



The screenshot shows the Inca patient profile page for 'TEST PATIENT'. A central modal window displays a green checkmark and the message: 'A health record for TEST PATIENT has been created.' with an 'OK' button. The background shows the patient's profile with fields for Age (52 years), Weight, BMI, and Hospitalisation Risk (No Risk). There are also sections for 'Clinical Analysis' with several 'Update in PMS' links and 'Unsigned Documents' and 'Unsigned Notes' sections.



7. Once a health record has been created for a patient in Inca, the patient will receive a notification. Below is an example of an email notification sent to patients. Once they receive, patients should log into Inca and create a password.

Welcome to Inca

Jane Smith

This email has been sent to you because you have been registered for Inca by one of your healthcare providers.

Inca securely stores health information entered by your health care provider and others on your care team. You can access this information using the [Inca portal](#) or the [MediTracker mobile app](#).

Your username is: jsmith184

[Set your password](#) to get started.

If you experience any problems please contact [Precedence Support](#).

For further information go to precedencehealthcare.com.



Precedence Support

Email: support@precedencehealthcare.com

Phone: 1300 236 638

8. Users should now return to the clinic's Patient Messaging System and send patients the following link <http://mdtrc.kr/covid19>

Once patients have received, they can click on the link and log in, using their Inca username in the Welcome message and the password they have set. Once logged in, they will be directed to the following **COVID-19 Self-Check Assessment**.



Mrs June Appleseed ▾

Create Assessment: Western NSW COVID-19 Self-check

The following assessment is for patients with COVID-19.

Answer these questions 3 times a day (morning, afternoon and evening).

Date: 11-Jan-2022

Time: (Australia/Melbourne)

How do you feel after walking around the room for 30 seconds?

- I feel good
- I feel dizzy or lightheaded
- I collapse or faint
- I have trouble breathing

Do you have one or more of these symptoms?

- Pain or pressure in your chest lasting more than 10 minutes?
- Severe headache?
- Confused or very sleepy?
- Not drinking well?
- Stopped peeing or peeing much less than usual?
- Vomiting, tummy pain or runny poo?

Are you...

- Running out of food at home?
- Needing help with getting medicines?

Check your oxygen level and heart rate 3 times a day (morning, afternoon and evening if you have been provided with a pulse oximeter).

Follow the instructions on the "How to use a pulse oximeter" factsheet.

Oxygen level?

Heart rate?

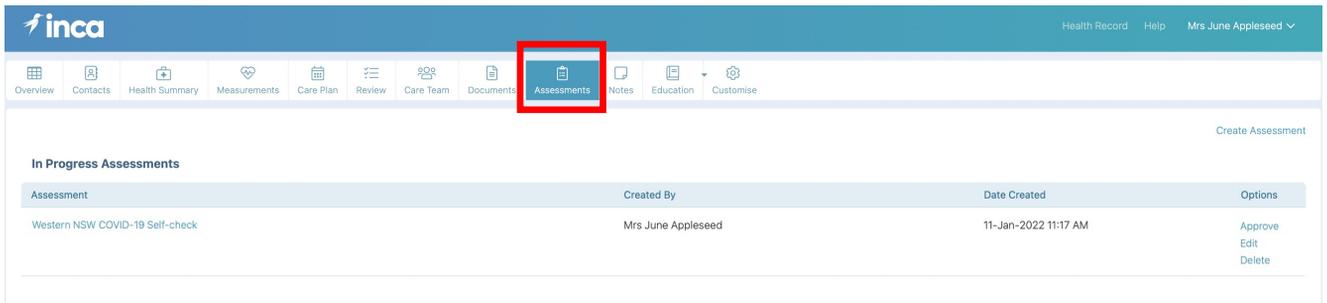


Precedence Support

Email: support@precedencehealthcare.com

Phone: 1300 236 638

9. Once patients have completed the assessment, users can find the completed assessment on the patients health record under **Assessments**.



10. The assessment will be stored in Inca, however, users can also download the assessment back into their Practice Management Software, via the connector. This can be completed via the Precedence Connector, located in the taskbar.

11. Click on the **Precedence Connector (Blue Bird)**

12. Click on **Download documents**, you will be able to select which documents you wish to download back into your Practice Management Software.

