

Uploading MAPs

Complete MAP with your client, ensuring that it has been signed

Scan the document and name it according to the HCS uploading guidelines *

Save the file into the 'Care – Treatment – Plans – MAPS – MDT' upload folder for your team *

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Add and alert on iPM to say that a MAP exists:
open iPM, find patient, select alerts and add alert
Category: Advanced directives
Alert: MH Care Preferences
Text: "Please access MAP on HCS and follow preferences as indicated"

Email Amelia (ameliajane.needs@southerndhb.govt.nz) with the client's NHI and which iPM you have put the alert on. Amelia will add the alert to the other iPM

* Please refer to the MHAID HCS uploading guide on iLearn:

<https://sharepoint.southerndhb.govt.nz/training/HealthConnectSouth%20HCS/MH%20HCS%20Uploading%20-%20Quick%20Reference.pdf>