



Home page

Zoom in and Zoom out with Ctrl + and Ctrl –

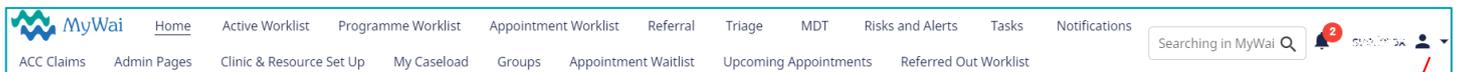
To see the menu items across the top of your screen, please use **Ctrl –** to **Zoom out** if required

Search for any Person’s MyWai record by name or NHI

In the top right of any MyWai screen, search by **name** OR click the magnifying glass icon and search by **NHI**



Menu Items



Menu items across the top of your screen appear according to the position(s) set up for you.

Positions

Positions are based on the type of role performed and the high-level organisation you work in:

- I am a Doctor (role) working within Adult Mental Health (organisation)
- I am a Clerical Administrator (role) working within Child Health (organisation)

The position(s) you have not only changes the options in the menu but also the lists of records you see on many of the worklists accessed from the menu.

*Note: this does not restrict you from accessing a person’s record if they are not within your organisation.*



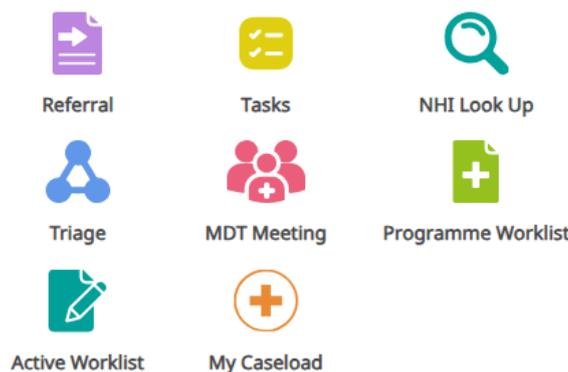
You may have multiple positions, so you can switch from one role to another as required:

- Click your name (top right) to see the current positions for you – if you have more than one listed, switch from one position to another to see the menu changes across the top.
- Ensure you are in the correct position for the kind of work you are about to undertake. E.g. If you have a part-time role in Crisis Management, switch to the Crisis Management Position when you want to work on the Crisis Management part of your job.

Home page icons

The icons on your home page are shortcuts for, hopefully, the most common functions for your position.

To add or remove icons from the home page to suit your workflow, click **Edit Dashboard**.

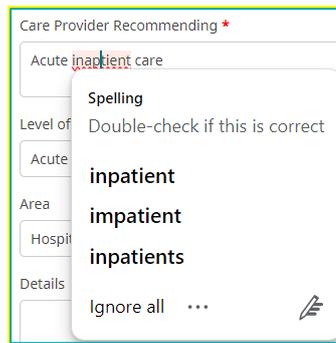


Edit Dashboard

## Spellcheck your work

There is a spellcheck available in many fields through MyWai

- Look for the red squiggly line
- Right click to trigger suggestions



## General Definitions

Organisation	<p>A structural entity (NGO, community organisation, primary care practice, etc), that a Care Provider may work for or through in relation to MyWai services. Eg HNZ/TTT.</p> <p>An umbrella grouping which may include several services within it, along with positions and roles for viewing the same group of records.</p> <p><b>E.g. Adult Mental Health or Community Allied Health</b></p> <p>Also see list in next section.</p>
Service	<p>Provided from within an organisation.</p> <p>A specific, focused area of care or support that a Person can access in relation to their needs or Care Plan.</p> <p><b>E.g. Te Roopu Whitiara or Community Occupational Therapy</b></p>
Programme	<p>Provided from within a service.</p> <p>A structured set of activities or opportunities that a person can access in relation to their needs or Care Plan to achieve a particular goal.</p> <p><b>Programmes</b> cannot exist without a person being actively part of the service that provides them.</p> <p>A Person must be discharged from any current or waitlisted Programmes within a service BEFORE they can be discharged from the Service.</p> <p><b>E.g. Employment or Coping Skills</b></p>
Care Plan	<p>A <b>Care Plan</b> within MyWai refers to a person's own plan for what's important to them. A Care Plan captures key aspects of a person's wellbeing journey in their own voice, language, and priority.</p>
Care Team/ Collaborative Care Team	<p>A <b>Care Team</b> or <b>Collaborative Care Team</b> is a group of <b>Care Team Members</b> made up of Care Providers from one or more Services supporting the Person all for the same purpose, which usually relates to a Person's own Care Plan.</p> <p>The name of the Collaborative Care Team indicates that purpose, e.g. A Diabetes Collaborative Care Team may involve the Diabetes Service AND the Mental Health Service.</p> <p>Multiple Collaborative Care Teams are possible, each Care Team having its own purpose relating to the Person's Care Plan.</p>
Care Team Members	<p>Each Care Team Member is a <b>Care Provider</b> (in fact, a Care Provider acting in a particular role for a given Organisation), who is currently supporting a Person in relation to their Care Plan.</p>
Care Provider	<p>A <b>Care Provider</b> is a person who works as part of a service delivering health / care / wellbeing services to people and whānau. The term Care Provider includes administrative, clerical, support, or auxiliary persons who support a person's journey in some way.</p>

Event	An <b>Event</b> is a record of an interaction or activity that occurred in the past. Once an event has been created, clinical record items can be linked to that Event, e.g. Notes, forms, letters
Appointment	An <b>Appointment</b> is an event that is to take place in the future. Clinical record items can be linked to the appointment and the status can be changed to reflect the outcome of the appointment (Attended, Cancelled, DNA)
Groups	<p>Group Sessions or Wānanga</p> <p>A structured meeting or activity involving multiple people, facilitated by one or more care providers, designed to address shared needs, goals, or challenges within a specific area of care or support.</p> <p>All group appointment functions are in the <b>Groups</b> menu. This includes:</p> <ol style="list-style-type: none"> <li>1. Creating one-off or multiple group sessions for: <ol style="list-style-type: none"> <li>a. <b>Closed</b> Groups (same people attend each time)</li> <li>b. <b>Open</b> Groups (different people may attend each time)</li> </ol> </li> <li>2. Sending emails to participants (called <b>Scheduling</b>)</li> <li>3. Marking attendance</li> <li>4. Generating notes: <ol style="list-style-type: none"> <li>a. One <b>group note</b> for all participant records</li> <li>b. <b>Individual notes</b> where required</li> </ol> </li> </ol>
<b>Person Dashboard</b>	A place where all clinical records and demographic data for the Person are stored. Access 3 additional Dashboards from the Person Dashboard
Person View	Contents of the record for viewing across all care teams, including a horizontal menu that remains consistent through all dashboards
Collaborative Care Team Dashboard	A workspace within the Person Dashboard where records for a particular <b>Collaborative Care Team</b> are filtered for viewing and records can be added
Service Dashboard	A workspace (within the Collaborative Care Team workspace) where records for a particular <b>Service</b> are filtered for viewing, and records linked to an Event or Appointment can be added
Programme Dashboard	A workspace (within the Service workspace) where records for a particular <b>Programme</b> are filtered for viewing, and records linked to an Event or Appointment can be added

## MyWai Organisations

Non-Govt Organisations (NGOs)		Health NZ – Te Tai Tokerau Organisations	
<ol style="list-style-type: none"> <li>Arataki Ministries</li> <li>Hokianga Health</li> <li>Hope Health</li> <li>Nga Manga puriri</li> <li>Ngati Hine Health Trust</li> <li>Northpoint</li> <li>Odyssey</li> <li>Rubicon</li> </ol>	<ol style="list-style-type: none"> <li>Salvation Army</li> <li>Te Awhi Whanau</li> <li>Te Ha o Te Oranga</li> <li>Te Hau Awhiowhio</li> <li>Te Hiku Hauora</li> <li>Te Mana Oranga</li> <li>Te Roopu Taurima</li> <li>Waitomo Papakainga</li> </ol>	<b>Community Health</b> <ol style="list-style-type: none"> <li>Specialist Diabetes Service</li> <li>District Nursing Service</li> <li>Public Health Nursing</li> <li>Medical Outreach Service</li> <li>Needs Assessment</li> <li>Community Allied Health</li> <li>Health of Older People</li> <li>High Risk Foot Clinic</li> </ol>	<b>Mental Health</b> <ol style="list-style-type: none"> <li>Adult Mental Health</li> <li>Acute</li> <li>Alcohol and Other Drugs (AOD)</li> <li>Kia Tu Ngawari (Child, Youth and Maternal)</li> <li>Older Adult Mental Health</li> <li>Recovery Services</li> <li>Inpatient (IPU, sub-acute, Detox)</li> <li>Māori Mental Health</li> </ol>
		<b>Clinical Support Services</b>	<b>Child Health</b>
		Orthotic Services	

## MyWai Clinical Role Definitions

Clinical	Clinical kaimahi staff (physiotherapists, nurses, occupational therapists, podiatrists, dietitians, needs assessors, etc) will access worklists used for the clinical workflow. Other permissions will be granted as required; e.g. Medication (No inpatient worklist access)
Doctor	Same as clinical access (separate for reporting purposes)
Prescribing	Clinical access with Indici access
Inpatient Clinical	Clinical kaimahi in <b>inpatient</b> settings will access worklists used for the inpatient workflow. Other permissions will be granted as required; e.g. Medication
Crisis Management	Specific role for access to the crisis management worklist

## MyWai Clerical and Management Role Definitions

Clerical	Clerical kaimahi (booking staff, other admin roles) will access a subset of worklists with full access to general functionality of MyWai
Inpatient Clerical	Clerical kaimahi in inpatient settings (ward clerks, etc) will access worklists used for the inpatient workflow
Receptionist	For those recording arrivals (perhaps across multiple facilities/organisations)
Clerical Administrator	Kaimahi managing people across the system, including admissions team, webPAS or NHI team, eg full list of deaths, new risks and alerts, etc
Organisational Clerical Administrator	Clerical Administrator access, but specific to an organisation (used by NGOs or Inpatient)
ACC Administrator	Those accessing ACC reports and associated information across organisations, will access workflows related to adding initial claim information again people's treatments
Mental Health Act Administrator	Clerical access and access to the Mental Health Act Worklist, across organisations
Standard Administrator	<p>Management kaimahi (service managers, clinical team managers) who oversee services and admin staff who support operations.</p> <p>Admin kaimahi working in clinical services will use this role to support the workflow of referral, triage, appointments, assessments, meetings, users, etc. within their organisation.</p>

## MyWai Support Role Definitions

Super Admin	Full access to MyWai for those in the MyWai BAU Application Support team after go-live, with good understanding of system administration, IT infrastructure and cloud software apps
-------------	---