

# nehta

nehta Icon Style Guide

December 2011 - Version 1

Welcome to the netha style guide for the correct use and application of all icons. This document outlines the appropriate use, context and conditions for how each icon should be used and presented. This style guide provides a consistent framework for all icon use to ensure standardisation across all netha material and to help maintain the brand integrity. This style guide is for the use of all established icons. It outlines how each icon should look, how it should be presented, and the context in which it is appropriate for it to be used. It sets clear directions for how icons should be applied and ensures that appropriate standards are applied for their use. This style guide will be revised periodically to accommodate changes, usage, and the inclusion of new icons. Please direct all questions regarding the style guide or the use of individual icons to the Enterprise Architecture Office (EAO) or email: architecture@nehta.gov.au.

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Who should use the style guide? This style guide is for the internal use of nehta employees and should be used as a regular reference tool for all marketing and promotional material. Through the correct application and display of icons as recommended in this style guide, the nehta brand will be consistently represented thus promoting consistent branding in all materials where icon use is prevalent.

Consistency is achieved through the style guide providing detailed information about the use of the icons, their placement, and the conditions in which they should be presented. Adherence to this style guide will ensure that the message that the nehta icons represent is easily understood and recognisable. The style guide also acts as a central library of the nehta icons and provides a single and consistent reference point for employees to choose an appropriate icon. The style guide also ensures netha has a centralised record of icons, their format, structure and design. The development of the nehta icons was to represent complex process and messages with simplified visuals. The figures were designed as a minimalistic version of the human form to allow for flexible applications. Since most icons are to be viewed at a smaller size; features such as arms, legs and facial features were removed to give the icons a simplistic view. Features on the icons such as arms, legs and facial features were simplified, again to allow for variations in print size. In this way they are suitable for both very small and large reproduction

Due to the space restrictions that come with being an icon, you need to represent as many ideas with the least amount of visual clues. The space allowed for the nehta icon development is 30mm x 30mm. In order to achieve the most real estate in this area, the design was altered to give predominance to the head and body primarily. This allows for additional icons to be added to become secondary icons. (e.g. "Doctor" becomes "Doctor with X-ray") These icons also need to be individualised to represent the unique message they each needed to convey, while still clearly forming part of the broader Nehta icon family to ensure cohesion and consistent message.

These icons each have to portray a clean message instantly in their own right so that the reader can then interpret process connections between a series of icons quickly from the visual format. It was also very important that the icons retained the humanistic focus to represent the medical field and people related industry they depict.

• Ensure the correct file format is used at all times in accordance with the file format considerations listed for each icon.

• Ensure the icon size and structure is maintained at the same scale presented in the style guide.

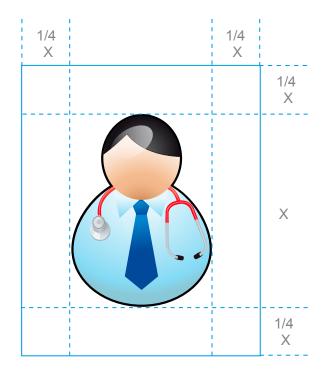
• Ensure the context in which the icon is presented remains consistent to that which is presented in the style guide for each icon.

• Ensure the colours for each icon remain consistent to how they are presented in the style guide.

• Ensure the exclusion zone around each icon is maintained in each representation of the icon.

(Please refer to the glossary of terms.)

The recommended minimum clearance is to protect the appearance of the icon. As the icons will appear in many different display media, from print to web, this exculsion zone will help to give the icons clarity and a presence. This is not a placement guide but a minimum only.



The exclusion zone is the minimum distance around the icon of which text or graphics should not enter. The height is 1⁄4 of the average height of an icon

Some examples of incorrect use of the Master Brand are shown here.

• Do not flip or rotate the icons. The direction they are presented in the style guide must be maintained at all times.

• Do not modify the colour, size, form or shape of the icons at any time from what is presented in the style guide.

• Do not remove any elements of the icons.

The icons should never be altered or distorted in anyway.

Never distort an icon



Never flip or rotate an icon



Never use colours other than those specified in these guidelines



Never change the relationship of the elements in an icon



Never use an icon on inappropriate background colours



Never encroach upon the minimum clear space of an icon



When using any netha icon it is important to use the best format for your application to ensure a high quality finish. There is no single format that works well in ALL environments, so it is important to consider the different options available for the medium and scale of icon material. Specific considerations include file size, transparent background, scalability and non pixelation. Following is a list of different format options to use to help decide on the best file format to match the final delivery medium. **PNG** - PNG (Portable Network Graphics) is a bit-mapped graphics format created to replace the 256 limited colour GIF format. PNG offers the ability to provide transparent backgrounds which allow it to be placed over coloured backdrops.

• Pros: Good for Microsoft Office documents, has transparent background, file size is manageable

Cons: Not suitable for printing

Please note that the CI Team icons have a folder, which contains PNG icons at the following sizes 16x16 pixels, 24x24px, 32x32px, 64x64px, 256x256px and 64x32px. All icons are on a transparent background

**PDF** - PDF (Portable Document Format) is an open file format created for representing two-dimensional documents in a device independent and resolution independent fixed-layout document format. Each PDF file encapsulates a complete description of a 2D document that includes the text, fonts, images, and 2D vector graphics that compose the document.

PDF files are viewed from many sources from web browsers to Adobe Acrobrat. This feature ensures that a valid PDF will render exactly the same regardless of its origin or destination (but depending on font availability when fonts are not encapsulated in the file).

• Pros: High quality of printing, Small file size good for emailing. Easily read

• Cons: Limited options to edit a PDF file

**EMF** - EMFs have been provided for use on modelling packages such as Enterprise Architect (which does not support PNG or PDF). EMFs should be avoided in Microsoft powerpoint and word diagrams, as the Microsoft's versions of Word and Powerpoint for Macs does not correctly support EMF.

## CI team icons

CI team have an additional set of PNG icons. These icons have transparent backgrounds and are created at the following sizes:

- 16x16 pixels
- 24x24px
- 32x32px
- 64x64px
- 256x256px
- 64x32px

The sub folder is located in the individual folder of the icon and is names "CI PNGs"

### **Documents and Grouping Icons**

Documents and Grouping icons represent the meta data types within Data Specifications and Structured Document Templates.

- Data Group
- Section
- Structured Document
- Choice

### Data Types Icons

Data Types icons represent the types of information bound to each data element in the information specifications.

- Text
- CodeableText
- CodedText
- Boolean
- Any
- Integer
- Real
- Duration:
- TimeInterval:
- DateTime
- Quantity
- QuantityRatio
- QuantityRange
- UniqueIdentifier
- Link
- Encapsulated Data

• Participation: For further information refer to the National E-Health Transition Authority, September 2010, Participation Data Specification, Version 3.0

http://www.nehta.gov.au/component/ docman/doc\_download/1122participation-dataspecification-v30

#### **Cardinality Icons**

Cardinality icons represent the obligation of each grouping and data element component in a data specification or SDT and specifies whether or not a data component must be populated in the logical record architecture of a message. NEHTA intends that all data components are implemented.

- EssentialOptionalConditional
- Optional Multiple
- Essential Multiple
- Prohibited
- · Conditional Multiple:

From time to time the need will arise for a new icon to be developed. The following process outlines the steps needed to action this request. 1. Check the style guide to see if the icon you are looking for already exists.

2. If not, check to see if there is a similar icon that is appropriate to use.

3. If no icon is present or acceptable, send a request to Enterprise Architecture Office (EAO) or email architecture@ nehta.gov.au for the development of a new icon. In your request please provide:

- Name of new icon
- Rationale for new icon
- Description of context for new icon
- Text to accompany new icon
- Deadline for new icon

4. The Enterprise Architecture Office will contact Floating Mountain Design at info@floatingmountain.com.au and request that the icon be developed.

5. Once the icon has been designed and created, the icon will be emailed directly back to you for review and confirmation.

6. Once the design for the new icon has been finalised, it will be approved by netha to be added to the icon database in this style guide.

13	Access Control Rights
13	Accountant
13	Acute Care
13	Adapter
13	Admin Support Officer
13	Aged Care
13	Allied Health
13	Any
13	Architecture
13	Architecture Team
13	Audit Services
13	Authentication
13	Authorisation
13	Authorisation Service
13	Baby
13	Back Office Clerical
13	Barcode 01
13	Barcode 02
13	Beaker
13	Blood Bag
13	Blueprint
13	Booking System / Kiosk
13	Boolean
13	Box with Barcode
13	Business Analyst

13 Buyer	13	Buyer	
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- 14 Calendar
- 14 Call centre worker 01
- 14 Call centre worker 02
- 14 Card Reader
- 14 Care Continuum
- 14 Care Coordination Solutions
- 14 Care Team
- 14 Care Team 02
- 14 Care Team 03
- 14 Carer
- 14 Cataloguing
- 14 CCA Team
- 14 Certification
- 14 Check Up
- 14 Checking Identity
- 14 Checklist
- 14 Child
- 14 Choice
- 14 Clinic
- 14 Clinical Leadership
- & Engagement Team
- 14 Clinical Terminologies/Models
- 14 Clinical Quality Registry
- 14 Clipboard

Cloud Computing Service - IaaS 14 14 Cloud Computing Service - PaaS Cloud Computing Service - SaaS 14 14 Codeable Text Coded Text 15 15 Collaboration 15 Comms & Engagement Communications & 15 Public Relations Team **Communications Analyst** 15 Conditional 15 15 **Conditional Multiple** Connectivity Architecture 15 Connectivity Architecture - Left 15 15 Connectivity Architecture - Right Connectivity - Inbound 15 Connectivity - Outbound 15 **Consent Individual** 15 **Content Creation** 15 Contract 15 15 Corporate Services Team

**Cloud Computing Service** 

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- 15 Data Group

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17	Governance	18	iPad - Tablet	19	Medications
17	Health Care Reporting	18	iPhone - Smart Phone	19	Medicine
17	Health Education	18	IT Person	19	Microscope
17	Health Info Knowledge Bases	18	IT Software Delivery	19	Mobile Screening Service
17	Healthcare Administration Team	18	IT Support	19	Monitor
17	Home Monitoring Device -	18	IT Support Tech	19	Monitor Patient
	Home with Monitor	18	Lawyer	19	Monitor Recovery
17	Hospital	18	Link	19	Mother and Baby
17	Hospital with Purchase Order	18	Logistics	19	National Index
17	Hospital with Request Form	18	Mail	19	National Product Catalogue
17	HPI-I	18	Male 01	19	nehta eHealth Lockup
17	HPI-O	18	Male 02	19	nehta Logo
17	HR Member	18	Male 03	19	nehta Logo Reversed
18	Identifiers	18	Male 04	19	Network Cloud
18	IHI	18	Male 05	19	Network Cloud - Internet
18	Implementation Team	19	Mammogram Image	19	Network Cloud - LAN
18	Individual	19	Mammography Assessment	19	Network Cloud - P2P
18	Individual Prevention Focus	19	Mammography Hanging Protocol	20	Network Cloud - WAN
18	Individual with PCEHR	19	Mammography Read	20	Network Cloud - WI-FI
18	Individual with Smartcard	19	Mammography Read Result	20	Nurse
18	Integer	19	Medical Chart	20	Online Imaging Services
18	Integration Of Different Elements	19	Medical Device	20	Online Pathology Services
18	Inter-Organisational Communications	19	Medical Test Lab	20	Optional
18	Internet	19	Medicare Card	20	Optional Multiple
18	Intra-Organisational Communications	19	Medicare Repository	20	Pallet

20	Participation	21	Produce Identity	22	Section	23	Template Service
20	Pathologist Sample	21	Product & Solutions	22	Secure Messaging	23	Test Analyst
20	Pathologist without Beaker	21	Development Team	22	Server	23	Text
20	Pathology Acquire	21	Product Manager	22	Server Cluster	23	Therapist
20	Pathology Reporting	21	Prohibited	22	Sign Post	23	Time Interval
20	Pathology Samples	21	Project Manager	22	Single Computer	23	Transport of a Specimen.
20	Patient having Mammogram	21	Psychologist	22	Smart Card	23	Transport of a Specimen with Beaker.
20	Patient having X-Ray	21	Public Health - Prevention	22	Software	23	Unique Identifer
20	Patient Identity	21	Public Relation	22	Software Design & Development	23	Vendor Partner - eHealth Solution
20	Payroll	21	Purchase Order	22	Software Test Lab	23	Vendor Partner - Software Provider
20	PCEHR Empty	21	Purpose	22	Solution Architect	23	Vertical Care Continuum
20	PCEHR Full	21	Quantity	22	Specimen Identification & Packaging	23	Video Conferencing - Doctor Remote
20	PCEHR System	21	Quantity Range	22	Standards Team	23	Video Conferencing -
20	People & Culture Team	21	Quantity Ratio	22	Storage		Home with WebCam
20	Person with Contract	21	Radar	22	Strategy	23	Video Conferencing - Hospital with WebCam
20	Personal Health Records	21	Radiologist	22	Strategy Team	23	Video Conferencing -
20	Pharmacist	21	Radiologist with X-ray Report	22	Structured Document		Individual with Care Team
20	Phone	21	Radiologist without X-ray	22	Sub-Acute Care	23	Video Conferencing -
21	Phoropter	21	Real Number	22	Surgeon no Mask		Surgeon with WebCam
21	Policy	21	Receptionist	22	Surgeon Operation	23	Video Conferencing - Theatre with WebCam
21	Policy & Information Services Team	21	Referral	22	Synoptic Testing	23	Warehouse
21	Portal	22	Regional / State /	22	TeleHealth - Clinical	23	Warehouse Employee
21	Prescription Exchange Services		Territory Repository	22	TeleHealth - Doctor		
21	Privacy	22	Report on Patient	22	TeleHealth - Hospital		
21	Process Timer	22	Roadmap	23	TeleHealth - Individual		



domain. for example can be used for pathology test requests, results.

(related to NPC).

service kiosk.

blueprint.

true and false.

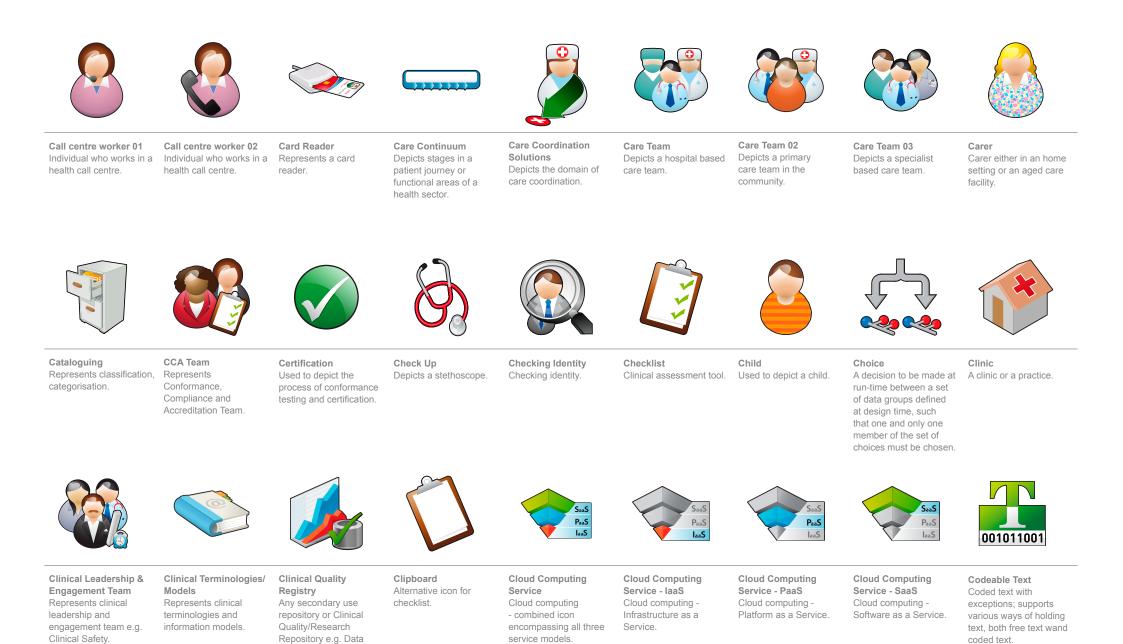
having one of two values: supply chain context. analyst role; analyse organisations, functions,

processes.

a supply chain context.

appointment booking solutions.

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Mart. Data Warehouse.

Database.

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Coded Text

exceptions.

Coded text without

exceptions; text with

code mappings. Values in this data type must

come from the bound value domain, with no



Collaboration

Used to depict working

together (Cooperative

arrangement between

2 or more parties),

outcome.

to achieve a goal or







Communications & Public Relations Team Represents comms and PR team e.g. stakeholder engagement.

Communications Analyst Represents communications and engagement for internal and external stakeholders.

Conditional The data component is condition.

**Conditional Multiple** The data component is considered Essential only considered Essential on satisfaction of a given only on satisfaction of a given condition, but may be populated and repeated many times.

Connectivity Architecture Technical architecture for connectivity across two organisations.

Connectivity Architecture - Left Technical architecture for connectivity at one

organisation.



Connectivity Architecture - Right Technical architecture for connectivity at one organisation.

Connectivity - Inbound Connectivity -Generic inbound Outbound communication services. Generic outbound communication services



**Consent Individual** 

Consent by an individual.



**Content Creation** 

Content creation activity.

Contract Used for representing any contract, such as, but not limited to federation contracts.

**Corporate Services** Team Represents internal corporate services team e.g. HR, Finance.

CTI Team Represents Clinical Terminology and

Data Centre Facility/building used to house/host computer systems and associated components such as storage.



A heath topic or concept

comprising a logical set

of related data elements.

Data Group



Date Time

not whether the date/

time is estimated.





**Diagnostic Image** Request Used to depict requesting a diagnostic image.

Diagnostic Imaging Represents the domain of diagnostic imaging, including x-rays, ultrasound, MRI, cat

scans. etc.

Image



**Diagnostic Service** Solutions Covers the domain of diagnostic services.

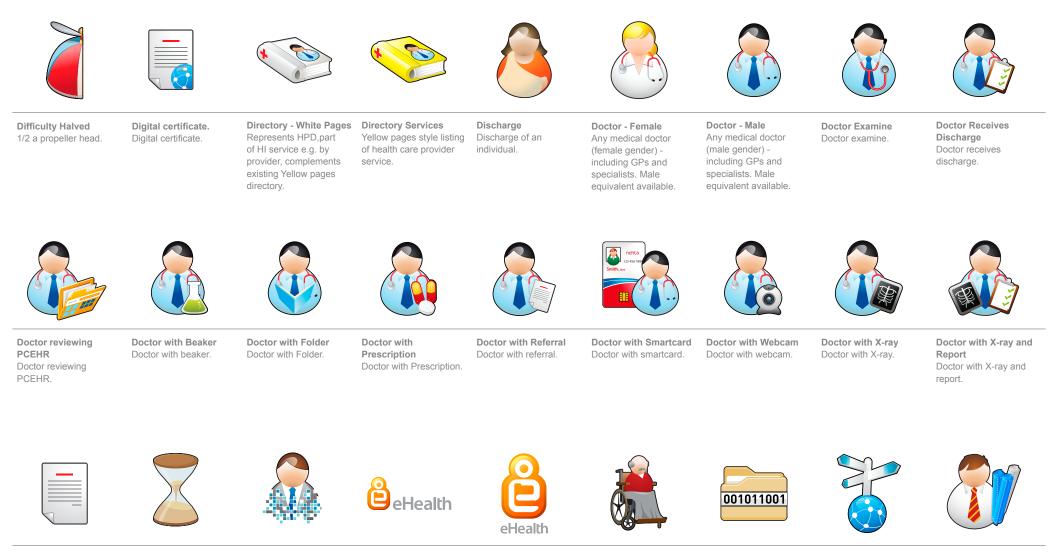
Difficulty 1 propeller head.











#### Document

Should be: used to depict an electronic or paper document

The period of time during which something continues. Consists of a value and a unit which represents the time value, e.g. hours, months.

Duration

e-health Digital Identity e-health identity.

eHealth Icon -Horizontal National eHealth Icon -Horizontal.

eHealth Icon - Vertical National eHealth Icon -Vertical.

Elder in Wheelchair a wheelchair.

**Encapsulated Data** Used to depict an elder in Data that is primarily intended for human interpretation or for further finding web service end machine processing points. outside the scope of the information specification, e.g. multimedia data.

End Point Locator Represents an End Point Location Service for

**Enterprise Architect** Represents EA role; Architect with plans.

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Finance & Corp Services Team Represents finance and corporate services team.

Firewall Used to depict hardened interfaces to services.

Flagging Used to depict a request with a flag on it.

Formatting - Editing Formatting and editing activity.

Front Desk Clerical Medical reception staff member.

Gateway Used to depict a gateway Used to depict a in a supply chain context. governance board.

Governance Health Care Reporting Secondary uses. Health Education Used to depict education in the health industry.







Hospital

Acute care facility.

Used to depict a hospital ordering products in a hospital or institutional context.

Hospital with Request Form in a supply chain context.

HPI-I Health care provider Used to depict requesting identifier for individuals.

HPI-O Health care provider identifier for organisations.

HR Member Represents the HR function. Part of PCC.

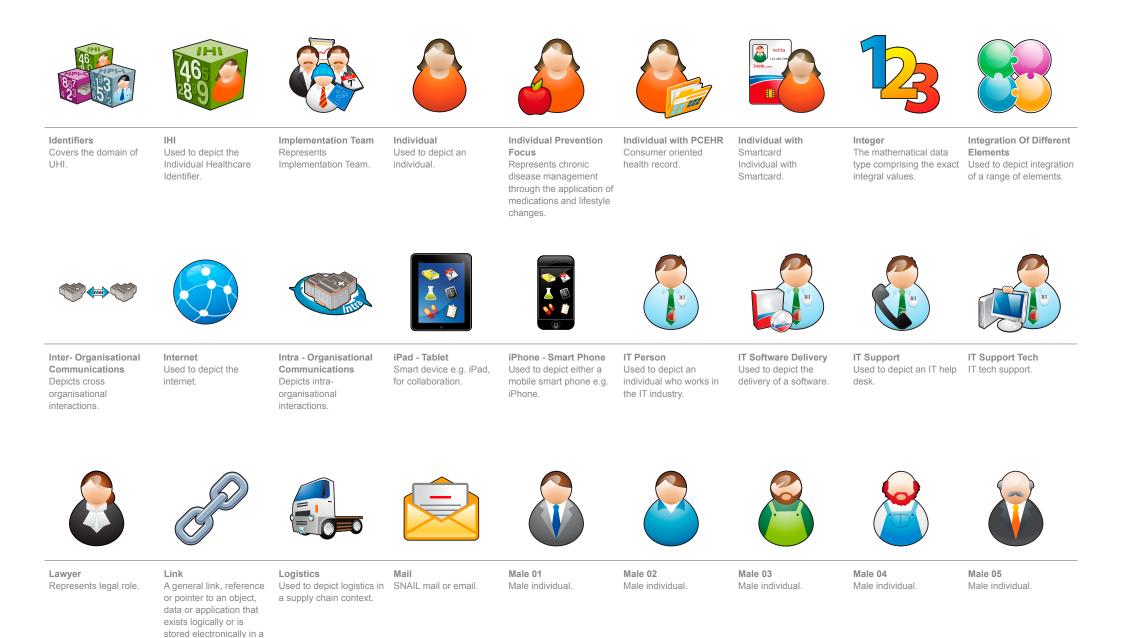
Health Info Knowledge Bases Health info knowledge bases.

Healthcare Administration Team Used to depict a Healthcare Administration Team.

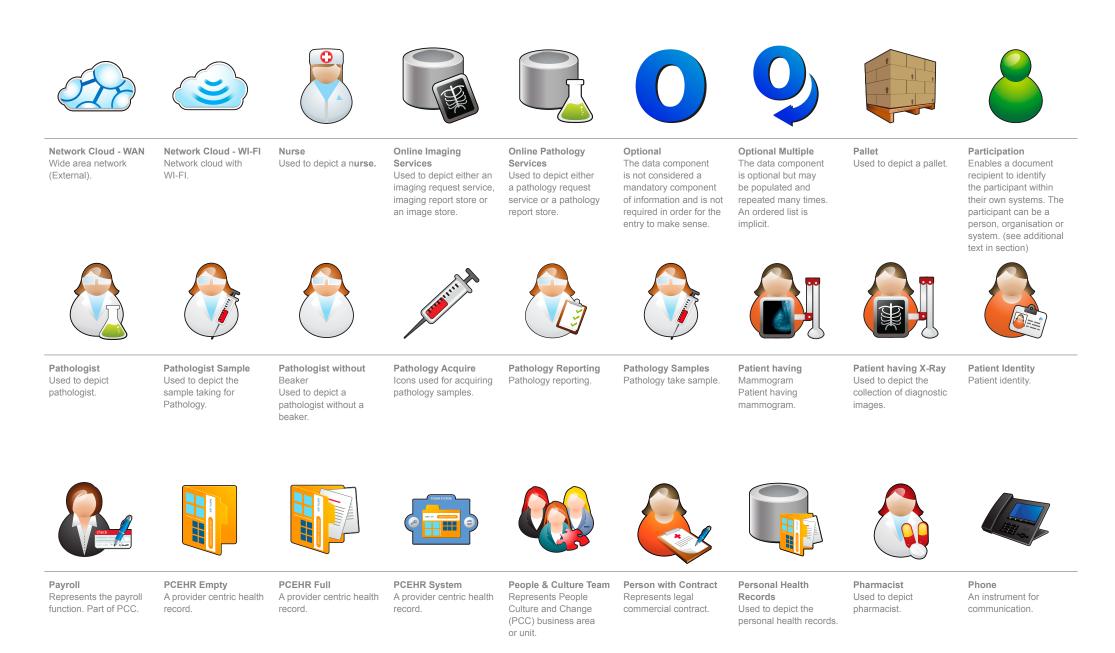
Home Monitoring Device - Home with Monitor

Represents all generic home monitoring devices e.a. blood pressure monitor.

computer system.









Two Quantity values that define the minimum and maximum values, e.g. lower and upper bounds.

The relative magnitudes of two Quantity values (usually expressed as a ELS. quotient).

Represents searching, scanning, locating e.g.

Used to depict a radiologist or radiographer.

Report Used to show a radiologist or

X Rav Radiologist or radiographer without X radiographer with results. Ray.

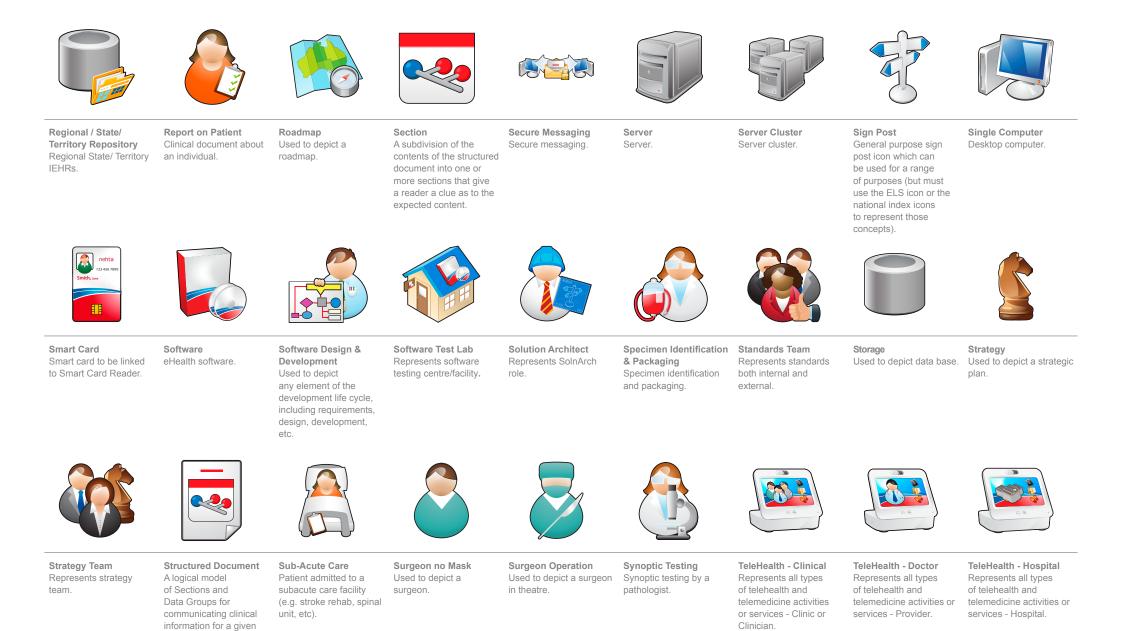
A computational approximation to the standard mathematical concept of real numbers also called floating point numbers.

Referral.

Used to depict a

receptionist.

purpose.















Character string (with optional language) containing any combination of alpha, numeric or symbols from the Unicode character set. Also referred as free text.

Therapist Specialist in specific









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TeleHealth - Individual **Template Service** Represents all types PCEHR Template of telehealth and Service. telemedicine activities or services - Individual

role.

therapy.

**Time Interval** An interval in time, with (optionally) a start date/ time and (optionally) an end date/time and/or a duration/width.

Transport of a Specimen Used to depict transport of pathology specimens.

Transport of a Specimen Unique Identifer with Beaker Used to depict transport of pathology specimens.

A general unique value to identify a physical or virtual object or concept.





Partners.

Vendor Partner eHealth Solution Represents external software vendor or implementation partner e.g. IBM.

Vendor Partner -Software Provider Represents external software vendor or supplier e.g. GP

Vertical Care Continuum Used to depict a care continuum in a vertical profile.













Individual with webcam

Video Conferencing -Surgeon with WebCam Surgeon with webcam -TeleHealth.

Video Conferencing -Theatre with WebCam Operating theatre with webcam - TeleHealth.





Warehouse Used to depict a supplier in a supply chain context.

Warehouse Employee Used to depict the reception of purchase orders in a supply chain context.

Video Conferencing - Doctor Remote Represents video conferencing, doctor

remote -Telehealth.

Video Conferencing -Home with WebCam Home with webcam -TeleHealth.

Video Conferencing -Hospital with WebCam Hospital with Webcam -Telehealth.

Video Conferencing - Individual with Care Team

-Telehealth.







Icons created for nehta by: Floating Mountain Design

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