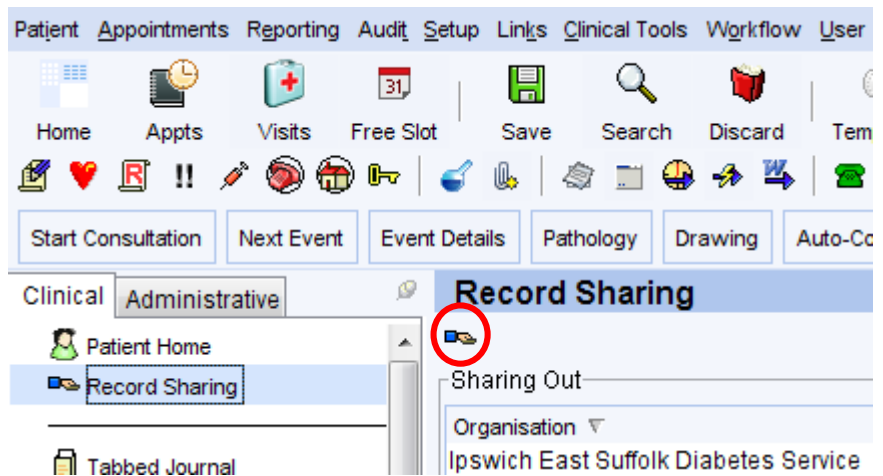


Recording Sharing preferences in SystemOne

A patient's record sharing preferences must be recorded if you book them in for a GP+ appointment.

To record sharing preferences:

1. Open the patient record
2. Within the patient record, select "Record Sharing" from the tree/toolbar¹, this will show you the patient's current record sharing preferences.
3. If the sharing preferences need changing, click the Hand icon as shown to the right, this will open the "Record Sharing" window
4. In the Record Sharing window, as shown below, indicate if the patient choice. If they are happy for their record to be shared, select **Yes** and **Consent Given**, if they are not, Select **No** and **Consent Refused**.

A screenshot of the 'Record Sharing' window for patient UPLAND-TESTPATIENT, Galinda (Miss). The window title is 'Record Sharing'. The patient information includes: 'UPLAND-TESTPATIENT, Galinda (Miss) Born 01-Jan-2015 (2y 8m) Gender Female NHS No. Unknown'. The organisation is 'Two Rivers Medical Centre' and the consent period started on '17-Feb-2016'. A text block explains: 'An informed patient, in consultation with a Healthcare Professional, can choose to permit or restrict access to the information entered into their record at each organisation that accesses their record. The patient will be asked to give their record sharing consent at each organisation at which they receive care. The patient's consent can be changed at any time.' The 'Sharing Out' section asks: 'Does the patient consent to the sharing of data recorded here with any other organisations that may care for the patient?' with three radio button options: 'Yes - share data with other organisations' (selected and highlighted with a green box), 'No - do not share any data recorded here' (highlighted with a red box), and 'Consent not asked'. The 'Sharing In' section asks: 'Does the patient consent to the viewing of data by this organisation that is recorded at other care services that may care for the patient where the patient has agreed to make the data shareable?' with four radio button options: 'Consent given' (selected and highlighted with a green box), 'Consent refused' (highlighted with a red box), 'Consent not asked', and 'View shared record'. Below these are two more radio button options: 'Policy' and 'Mental capacity'. A text box labeled 'Enter reason for not asking consent' is present. At the bottom left is a 'Data Source' field, and at the bottom center are 'Ok' and 'Cancel' buttons.

5. Press **OK** and **Save** the patient record to confirm the choice.

¹ By default, all users have this on their Administrative tree; however, it may have been added to your clinical tree or Toolbar.