SAMHSA Health INFORMATION TECHNOLOGY





Consent2Share Patient User Guide

Consent2Share C//S HOME ABOUT Take control of your Log in with your account health and well-being with Consent2Share. Username: No Account? Register Today! Password: To register for Consent2Share, please contact your provider and ask about a Consent2Share Account. Forgot Password Version: 0.19.0 How Can Consent2Share Help About Your Consent2Share Is My Information Private and Secure? account. Me? Consent2Share is a secure online website that Think of Consent2Share as a very helpful tool. It Yes. Your Consent2Share account has many gives you convenient 24-hour access to your can help put you in charge of your own health privacy and security safeguards designed to personal health record from anywhere using an information. It will help you quickly find your protect your health information. Even though health information-from all of your health care your health information is online, it is private internet connection. It can help you to become more informed about your health care and thus providers-in one place! Not only can you view and only accessible by authorized people, such to be more involved in your health care. and print your health information, you can add as your health care providers. information, communicate with your providers, earn more about this topic Learn about this topic. manage your prescriptions, and many more





About Consent2Share

- A secure website that provides you with 24-hour access to your personal health record
- Accessible anywhere using an internet connection
- Puts you in charge of your own health information
- Allows you to share your health records with providers
- Allows you to choose what you wish to share and not share
- Allows you to create electronic consents for your choices
- Allows you to revoke your prior electronic consents

About This Patient User Guide

This Patient User Guide will show you how to:

- Create and activate your Consent2Share account
- Add your providers to your account
- Select providers from whom to send your health data
- Select providers to whom you wish to send your health data
- Select the specific information you wish to share
- View the documents you have selected to share
- Electronically sign a consent to share your information
- Revoke a previously created consent

The Consent2Share Home Page

Consent2Share C/S			HOME ABOUT
Take control of your health and well-being with Consent2Share.		Log in with your account	
	Username:		_
No Account? Register Today! To register for Consent2Share, please contact your provider and ask about a Consent2Share Account.	Password:		_
		Login	
		Forgot Password? Version: 0.19.0	

About Your Consent2Share account.

Consent2Share is a secure online website that gives you convenient 24-hour access to your personal health record from anywhere using an internet connection. It can help you to become more informed about your health care and thus to be more involved in your health care.

Learn more about this topic.



Think of Consent2Share as a very helpful tool. It can help put you in charge of your own health information. It will help you quickly find your health information—from all of your health care providers—in one place! Not only can you view and print your health information, you can add information, communicate with your providers, manage your prescriptions, and many more

Secure?

Yes. Your Consent2Share account has many privacy and security safeguards designed to protect your health information. Even though your health information is online, it is private and only accessible by authorized people, such as your health care providers.

Learn about this topic.

Creating a Consent2Share Account

- You recently provided information to your provider staff
- This included your email address, date of birth, and so on
- With this data, your provider staff created your user account
- Your provider staff also gave you a unique Verification Code
- You will receive an Activation Email as shown on the next slide
- When you receive the email, Click on Create My Login

Verification Code: j43a6s0

Sample Verification Code

Activation Email: Click Create My Login

(9 i b · b ·	More 💌	1 of 8,082 < >
Set up your Consent25	Share account Inbox x		- 2
Consent2Share <nore to me ▼</nore 	ply@consent2share.com>	1:57 PM (24 minutes ago)	
	Create your account.	Consent2Share	
	Dear Joe Patient,		
	Before you get started, be sure to have you by your health care provider. If you please contact your provider to obtain "Create Login" link below and follow the	u do not have a verification ID, one. Next, simply click on the	
	Create My Login		
	Sincerely, Consent2Share		

Account Setup Verification

- After you click Create My Login, you will be brought to the Account Setup Verification Page
- As shown on the following slide, on the Account Setup Verification Page:
 - ✓ Enter your date of birth
 - ✓ Enter your Verification Code

Enter Your Date of Birth & Verification Code, and Click the Continue Button

< → C 1	♪ 🔒 https://bhitsqaa	pp02/pp-ui/fe/acc	count/verification#	emailToken=4f	j8vfs2tnrvoes7ss9vd	ncta8	☆	BIG		:
Consent2Sh	nare Account Setup Activa	ation					Consent2	2Share	C//S	3
	Account Se	tup Veri	fication							
	To begin setting up yo All fields are required			ur Date of Birt	h and the Verificatio	on Code that was pro	ovided to you.			
	Date of Birth Month	Day	Year		4					
	Month Please complete all re	Day Day Day		•						
	Verification Code (Verification Code									
	Clear Continu	ue								

Create Your Password

At the Create Your Password Page:

- 1. Enter a password
- 2. Re-enter a password
- 3. Click the Submit button



Account Activation Complete!

- Next, you will see the Account Activation Complete Page
- Congratulations! Your Consent2Share account is now activated



Click the Continue to Login Page Button

← → C ↑ https://bhitsqaapp02/pp-ui/fe/account/activationSuccess#emailToken=4fj8vfs2tnrvoes7ss9vdncta8	☆ 🔟 🚴 🖸 🗄
Consent2Share Account Activation Complete	Consent2Share C//S
Account Activation Complete! Congratulations! Joe Patient You have successfully created your Consent2Share password. Click on the link below account. Continue to Login Page	to log in to your

- Click the Continue to Login Page button
- You will be brought to the Consent2Share Login Page

The Consent2Share Login Page

Consent2Share C//S HOME ABOUT Take control of your Log in with your account health and well-being with Consent2Share. Username: A username is required to login, please try again. No Account? Register Today! Password: To register for Consent2Share, please contact your provider and ask about a Consent2Share Account. A password is required to login, please try again. Login Forgot Password? Version: 0.19.0

Enter Consent2Share

- At the Consent2Share home page:
 - ✓ Enter your Username and Password
 - ✓ Click the Login button

Consent2Share C//S	нс	OME AE
Take control of your health and well-being with Consent2Share.	Log in with your account	
No Account? Register Today! To register for Consent2Share, please contact your provider and ask about a Consent2Share Account.	A username is required to login, please try again. Password: A password is required to login, please try again.]
	Login Forgot Password? Version: 0.19.0	l

Your Consent2Share Home Page

		Ge Logout Consent2Share C/S
Joe Patient	Home	
者 Home	Welcome to Consent2Share! You are	e now ready to access and view your health information.
Consents		Additional help
🖁 Providers	My Health Information	General Health Information
Medical Documents		Health Topics 🖸
 ⊘ Activity History 		This NIH website provides information on health, wellness, disorders, and conditions for more than 900 health topics.
🎄 Health Information		
		Veterans Health Administration Website C [*] The Veterans Health Administration website provides a wealth of information regarding innumerable health topics, including mental health, women's health, polytrauma, HIV, spinal cord injury, and more.
		Videos and Tools C Discover health videos on anatomy and body systems and how diseases and conditions affect them, health check tools and calculators, and health-related games and quizzes at this NIH website.

Your Consent2Share Home Page

Your Home Page has links to:

- Consents
- Providers
- Medical Documents
- Activity History
- Health Information
- General Health Information

	My Health Information	Ge Logout Consent2Share C∕∕S
Joe Patient	Home	
# Home	Welcome to Consent2Share! You are now ready to acc	tess and view your health information.
Consents		Additional help
🖁 Providers	My Health Information	General Health Information
Medical Documents		Health Topics 🖸
② Activity History		This NIH website provides information on health, wellness, disorders, and conditions for more than 900 health topics.
B Health Information		Veterans Health Administration Website
		The Veterans Health Administration website The Veterans Health Administration website provides a wealth of information regarding innumerable health topics, including mental health, women's health, polytrauma, HIV, spinal cord injury, and more.
		Videos and Tools I Discover health videos on anatomy and body systems and how diseases and conditions affect them, health check tools and calculators, and health-related games and quizzes at this NIH website.

Add Your Providers

- You likely have multiple health care providers
- These can include primary care, mental health, addiction treatment, and specialty providers such as dermatologists
- Consent2Share enables you to share all or part of your health information with your providers
- Thus, a first step is to add providers to your account
- At the home page, click on the Providers tab and search for your provider

Add First Provider

	=		te Logout Consent2Share C∕∕S
Joe Patient	Search Providers		
番 Home	Search		^
Consents	1 Step 1. Please enter the provider State and City OR Zip Code.		
Providers			
🛎 Medical Docun	Enter State and City.	OR	Enter Zip Code
 Activity History 	State Please Select	Ŧ	Zip Code Enter Zip Code
🌡 Health Information			
▶	2 Step 2. Please enter the Facility Name OR Provider Name and Other Criteria.		
	Enter Provider Name and Other Criteria	OR	Facility Name
	Provider Last Name		Facility Name
	Last Name		Facility Name
	Clear All Search Plea	<i>ise complete ALL required fields to a</i>	tivate Search.

• First, select the Providers page

Search for First Provider

=		to Logout Consent2Share C//S
Search Providers		
Search		×
1 step 1. Please enter the provider State and City OR Zip Code.		
Enter State and City.	OR	Enter Zip Code
State		Zip Code
MARYLAND		Enter Zip Code
City (Required) Columbia. MD		Please clear "Enter State and City" information to add "Enter Zip Code" information.
2 Step 2. Please enter the Facility Name OR Provider Name and Other Criteria.		
Enter Provider Name and Other Criteria	OR	Facility Name
Provider Last Name		Facility Name
Nightingale		Facility Name
First Name (Optional)		Please clear "Enter Provider Name and Other Criteria" information to add "Facility Name" information.
Nancy		
Gender (Optional) Telephone (Optional)		
Female • Telephone		

- On the Providers page, search for your provider
- Click the Add button to add the provider to your provider list

Add Second Provider

				🖙 Logout 🛛 📿	onsent2Share C//S
Third Test	List Providers				
🖶 Home	Add a Health Provider				
Consents	Current Healthcare Providers				^
🏝 Providers	Name/Facility	NPI	Contact Number	Address	
Medical Documents	- PRINCE GEORGE'S COUNTY HEALTH DEPARTMENT	1669506317	301-317-6460	13976 BALTIMORE AVE, LAUREL, MD, 20707-5086	
 Activity History 	- NIGHTINGALE,NANCY	1234567890	555-123-4567	111 ELM STREET, RICHMOND, VA, 12345-6789	
å Health Information					

- Using the same approach, add a second provider
- Once completed, the Provider List will look this
- You now have two providers with whom to share information

Create Consent Page

Now that you have added your providers, you can provide consent to have the providers view your medical records

		Hingox Consent2Share C//S
	Create Consent	
# Home D Conserts	I, hereby authorize	
& Providers	The following individual oggraphication	
Medical Documents	NIGHTINGALENANCY A PRINCE GEORGES COUNTY HEALTH DEPARTMENT	
O Activity History		
L Health Information	Medical Information	
	Seest how you would like to share your medical information.	
	94481 my medical record WTH CXCEPTION of specific information.	
	Purpose of Use	
	Choose for what purposes your medical information may be used. SHARE my medical record ONLY for the selected purposes of use.	
	✓ Juilton Transer.	
	Consent Term	
	borer a start and end date during with your medicar records will be shared.	
	Consent Start 10/25/2016 Consent End 10/25/2017	
	Cancel Sove	
	Copyright FD Systems # 2016	

Consent, Sharing Data, and Time Limits

On the Create Consent page:

- You can choose to share all or parts of your health records
- You can choose the reason for sharing your health records
- You can also decide how long you would like your records to be shared with this provider
- The following page illustrates how to make these choices

Create a Consent Page

	8			6+ Logout	Consent2Share C//S
	Create Consent				
# Home	l,; hereby authorize				
Consents	i, hereby dutionze				
🌡 Providers	The following individual offerganization	>	To disclose my information to		
Medical Documents	NIGHTINGALE.NANCY		PRINCE GEORGE'S COUNTY HEALTH DEPARTMENT		
O Activity History					
Lealth Information					
	Medical Information				
	Select how you would like to share your medical information.				
	SHARE ALL information in my medical record. SHARE my medical record WITH EXCEPTION of specific information.				
	Statelietetetetetetetetetetetetetetetetetet				
	Purpose of Use				
	Choose for what purposes your medical information may be used. SHARE my medical record ONLY for the selected purposes of use. Edit				
	✓ Healthcare Treatment.				
	Consent Term				
	Enter a start and end date during wich your medical records will be shared.				
	Consent Start 10/25/2016 Consent End 10/25/2017				
			Cancel Save		

Save Consent

	Create Consent	e Log	igout Consent2Share C//S
# Home	I, hereby authorize		
Providers Medical Documents Activity History	The following individual operanization To disclose my information to PRINCE GEORGES COUNT		
🎄 Health Information	Medical Information Select how you would like to share your medical information. Select how you would like to share your medical record.		
	SHARE my medical record WITH EXCEPTION of specific information. Purpose of Use		
	Choose for what purposes your medical information may be used. SHARE my medical record DNLY for the selected purposes of use. Edit		
	Consent Term		
	Erfore a suit and erford one during much your indextant scotts win ou names. Consent Start 10/25/2016 Consent End 10/25/2017	Cancel Save	

After creating your consent, click the Save button That will bring you to the List Consents page

Consent List Page

	E &				Generation Consent2Share C/∕S
	List Consents				
# Home	Add a Consent				
Consents	Authorized to share: NIGHTINGALE, NANCY	Sharing with: PRINCE GEORGE'S COUNTY HEALTH DEPARTMENT	5	Effective Dates: Oct 21, 2016 - Oct 21, 2017	~
 Providers Medical Documents 	Consent State: IN PROGRESS				Manage Consent
 Activity History 		First Previous 1 Next	Last		
B Health Information					

- This page shows the status of the consent
- Click the green Manage Consents button
- That will bring you to the Consent Options pop-up window

Choose eSignature Option

Consent Options	Х
I want to:	
Certa Edit This Consent	
Q Preview This Consent	
Provide eSignature	
Try My Consent Settings against My Medical Record before Sharing	
圖 Delete This Consent	

- At the Consent Options pop-up window, select Provide eSignature
- That will bring you to the Consent to Share My Medical Information page

Enable Pop-up (If Needed)

- You may receive a pop-up blocker message at this point
- This message is informing you that you need to disable popup blockers for this website
- If you receive a pop-up blocker, use your browser's approach to disable the blocker and enable the pop-up window
- Below are instructions for the Google Chrome browser:



Consent to Share My Medical Info Page

- This is the Consent to Share My Medical Information Page
- It allows you an opportunity to review your decisions

				Consent2Share C/S
	eSignature			
Home Consents B Providers	Consent to Share My Medical Information Consent Reference Number: 25-QA-SOXWFV&1.3.0.1.4.1.21307.13.20.203&ISO-1234507890-1669506317:SKZMNH Patient Name: Another Test		Patient DCE: 09/23/2010	
 Medical Documents Activity History 	Authorization to disclose Authorizes: Provider Name	NPI Number	Address	Phone
	Provider Name Provider Varme	NPI Number	Address Address	Phone
	HONGE NUME NANCY NIGHTINGALE HEALTH INFORMATION TO BE DISCLOSED	1234567890	Auduress 111 ELM STREET, RICHMOND, VA, 123456789	FIGURE 555-123-4567
	To SHARE the following medical information: Sentitivity Categories: Drug use information A clobal use and Aktoholism Information Sexually and reproductive health information Sexually and reproductive health information Communicable disease information A didictions information Genetic disease information		To SHARE for the following purpose(s): • Healthcare Treatment	
	CONSENT TERMS	verning Confidentiality of Alcohol and Drug Abuse Patient Records. 42 CFR part 2, and cannot b	e disclosed without my written permission or as otherwise permitted by 42 CFR part 2. I also unc	erstand that I may revoke this consent at any time excent to the extent that action has been
	taken in reliance on it, and that any event this consent expires automatically as follows: Effective Date: 10/25/2016	Expiration Date: 10/25/2017	,,,,,,,,,,	
	I, hereby accept, and understand the terms of this consent.			
				Cancel Complete

Consent to Share My Medical Info

- Check the Consent Terms box to provide consent
- It will ask for your password and enable the Complete button
- When you click the Complete Button, you are electronically signing the consent



Enter Password to Authenticate

Atother Test	eSignature		Please Authenticate		●Logour Consent2Share C/S
 Home Consents Providers 	Consent to Share My Medical Information Consent Reference Number C24, QA SOMMY & L & Q. A. L. 21307, 13-20, 2056450-1234567390-1669598317, SK2M9H Pattere Nume: Another Test AUTHORIZATION TO DISCLOSE		Please provide your account password to authenticate, and com Password	ancel Continue	
 Medical Documents Activity History Health Information 	Authorizes: Provider Name PRINCE GEORGES COUNTY HEALTH DEPARTMENT To disclose to: Provider Name NANCY NIGHTINGALE	NPI Number 1669506317 NPI Number 1234567890	139 Ade	357983 970 BALTIMORE AVE, LAUREL. MD, 207075686 15055 1 ELM STREET, RICHMOND, VA, 123456789	Phone 301-317-6460 Phone 555-123-4567

- After you click the box under Consent Terms, a Please Authenticate pop-up window will open
- You will receive a request to enter your password

Consent to Share My Medical Info

Once you have provided electronic consent, your providers can view the information you choose to share using Consent2Share



Success Notice Pop-up Window

			_	●Logour - Consent2Share C/S
Another Test	eSignature	Success in created Signe	d Consent.	
# Home	Consent to Share My Medical Information	Download Signed Consent Cot	ttinue	
Consents	C25-QA.SOXWFV:&1.3.6.1.4.1.21367.13.20.2058/ISO:1234567890:1669506317:SKZMNH Patient Name, Another Test		Patient DDB: 09/25/2016	
Medical Documents	AUTHORIZATION TO DISCLOSE			
이 Activity History 출 Health Information	Authorizes: Provide Name PRINCE GEORGES COUNTY HEALTH DEPARTMENT To disclose to:	NDI Number 1669506317	Address 13976 BALTIMORE AVE, LAUREL, MD, 207075886	Phone 301-317-6460
	Provider Name NANCY NIGHTINGALE	NPI Number 1234567890	Address 111 ELM STREET, RICHMOND, VA, 123456789	Phone 555-123-4567

- You will receive a pop-up consent success notice
- You are also given an opportunity to download a signed consent
- It will be a PDF file that you can save to your computer

Try My Policy

- Consent2Share has a function called Try My Policy
- This allows you to review your health record before you share it
- It shows the information you have chosen to share or not share
- To use Try My Policy, click Consent on the left hand side
- Select Manage Consent
- The Consent Options pop-up window will open
- Select Try My Consent Policies Against My Medical Record Before Sharing
- This is shown on the following page

Try My Consent Option

Consent Options	Х
I want to:	
C Edit This Consent	
Q Preview This Consent	
Provide eSignature	
Try My Consent Settings against My Medical Record before Sharing	
Delete This Consent	

Apply My Record

 When you select Try My Consent Policies Against My Medical Record Before Sharing, you will see the Apply My Record popup box

\square	Apply My Record	
Document		٠
Purpose of Use	Healthcare Treatment	۲
	Back to Consent Options	Apply

Review the Results

- After you click Try My Policy, a copy of your health report will display
- It will include the health information you have chosen to share
- It will not include information you have chosen not to share

Try My Policy Results

WHATANE: Per your share settings, items highlighted in Red are marked for redaction and will not be shared; they are only shown for review purposes. Always consult your doctor regarding possible risks and side effects resulting from your sharing preference

Health Summary				
Patient				
Date of birth	May 1, 1977	Sex	Female	
Race	White	Ethnicity	Not Hispanic or Latino	
Contact info	Primary Home: 1357 Amber Drive Richmond, VA 23222, US Tel: (816)276-6909	Patient IDs	C2S-QA.LZMDE2 1.3.6.1.4.1.21367.13.20.205	
Document Id	Test CCDA1 2.7.14			
Document Created:	October 21, 2016, 13:59			
Care provision	Opioid Abuse Disorder from August 6, 2012 to August 13, 2012			
Performer (primary care provider)	Dr. Nancy Nightingale of Community Health Clinic			
Performer (primary care provider)	Dr. Nancy Nightingale of Community Health Clinic			
Author	Nancy Nightingale, Get Well Clinic			
Contact info Work Place: Get Well Clinic Facility 1002 Healthcare Dr. Richmond, VA 23222, United States of America Tel: (555)555-1002				
Encounter Id	1 2.16.840.1.113883.4.6			
Encounter Type	Pnuemonia			
Encounter Date	From August 6, 2012 to August 13, 2012			
Encounter Location	id: 2.16.840.1.113883.4.6			
Responsible party	Dr. Nancy Nightingale			

Health Summary

Provide Electronic Consent

- After you review your Try My Policy Results, and are comfortable with your choices, you can then provide electronic consent
- You can do so by checking the Attestation Box shown on the following page

Provide Electronic Consent

Signature Signature <th>nt2Share C//S</th>	nt2Share C//S
Consent Reference Number: C2-QALIZMDE2613.61.4.1.21367.13.20.205&ISO:1669506317.1234567890:MCZEPP Patient Name: Providers Authorizes: Provider: Name NPI Number: Authorizes: Provider: Name NPI Number: NANCY NIGHTINGALE 1234567890 To disclose to: NPI Number: NANCY NIGHTINGALE 1234567890 To disclose to:	
Consents C25-QALZMDE2:813.61.41.21367.13.20.205&ISO:16699906317:1234567890:MCZF9P Providers AUTHORIZATION TO DISCLOSE Medical Documents AUTHORIZATION TO DISCLOSE Authorizes: Provider Name Provider Name NPI Number: NAKY: NIGHTINGALE 1234567890 To disclose to: To disclose to:	
Image: Providers AUTHORIZATION TO DISCLOSE I, make: protected under revoke this consent at any time except to the extent that action revoke this consent at any time except to the extent that action to disclose to: Image: Provider Name NPI Number Image: Provider Name	
Activity History Authorizes: Provider Name NPI Number Addex Name NPI Number NANCY NIGHTINGALE 1234567890 To disclose to: Effective Date: 10/21/2016	
O Activity History Provider Name NPI Number. & Health Information NANCY NIGHTINGALE 1234567890 To disclose to: To disclose to:	n has been tak
Health Information NANCY NIGHTINGALE 1234567890 To disclose to:	
Provider Name NPI Number PRINCE GEORGE'S COUNTY HEALTH DEPARTMENT 1669506317 I, Internet Stand Understand the terms of	f this consent.
HEALTH INFORMATION TO BE DISCLOSED	
To SHARE the following medical information:	
Sensitivity Categories: Drug use information • Alcohol use and Alcoholism Information	
Mental health information Sexuality and reproductive health information HIVAIDS information	
Antward information Communicable disease information Addictions information Genetic disease information	
CONSENT TERMS	
, understand that my records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR part 2, and cannot be disclosed without my written permission or as otherwise permitted by 42 CFR part 2. I also understa revoke this consent at any time except to the extent that action has been taken in reliance on it, and that any event this consent expires automatically as follows:	ind that I may
Effective Date: 10/21/2016 Expiration Date: 10/21/2017	
l, hereby accept, and understand the terms of this consent.	
Cancel	Complete

Revoke Your Consent

- Once you have created a consent, you can revoke the consent
- At the Home Page, Select Consents on the left hand side
- A Consent Options pop-up box will open
- Select Revocation

Consent Options	Х
l want to:	
▷ View Signed Consent	
Export Consent Directive	
Try My Consent Settings against My Medical Record before Sharing	
X Revocation	

Sign Consent Revocation



- After you select the Revocation option, a Revoke Consent page will open
- To revoke your previous consent, click the Attestation Box as shown and click the Complete button

Sign Consent Revocation



- After you select the Revocation option, a Revoke Consent page will open
- To revoke your previous consent, click the Attestation Box as shown and click the Complete button

Enter Password to Authenticate

	•			⇔Logout Consent2Share C//S
	Revoke Consent	Please Authenticate		
# Home	Revocation of Consent to Participate in Health Information Ex Consent Reference Number: C25-QA SOMWEY & 13-6.14.1,21967,13.20 2056/ISO/1294907980-1669506377;SKZMNH	Please provide your account password to authenticate, and complete e-signature Password		
& Providers	Patient Norme and a second sec	Cancel Continue	el Representative, i understand that all references in this form to "me" or "my" refer to the Patiens.	
Medical Documents	By revoking my Consent, I understand that:			

• After you click the box on the Revoke Consent page, you will receive a request to enter your password

Complete Revocation Process



- After you enter your password, the Complete button will turn green
- Click the green Complete button and your consent will be revoked