

Consent2Share V2.1.1 Admin User Guide



Consent2Share C/S Select Language ▾

Take control of your health and well-being with Consent2Share.

Welcome to the Consent2Share Administration Page
Please Log in.


Log in with your Consent2Share Admin Credentials

Username:

Password:

Login


[Forgot Password?](#)
Version: 0.20.0

 About Using the Consent2Share Administrator account.

By entering this electronic system, you have acknowledged that you have read and understand the HIPAA and HITECH regulations and requirements relating to privacy, confidentiality, and security of PHI, please read the HIPAA information.

Consent2Share, a Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) Act compliant electronic system housing protected health information (PHI). The HIPAA and HITECH regulations apply to covered entities (Consent2Share) and also extend to business associates (agencies and contracted vendors). For more information, please visit our [HIPAA](#) and [HITECH](#) resource.

About Consent2Share



- A secure website that provides patients with 24-hour access to their personal health record
- Accessible anywhere using an internet connection
- Puts patients in charge of their own health information
- Allows patients to share your health records with providers
- Allows patients to choose what they wish to share
- Allows patients to provide electronic consent for their choices
- Allows patients to choose between English and Spanish translations

About This Admin User Guide

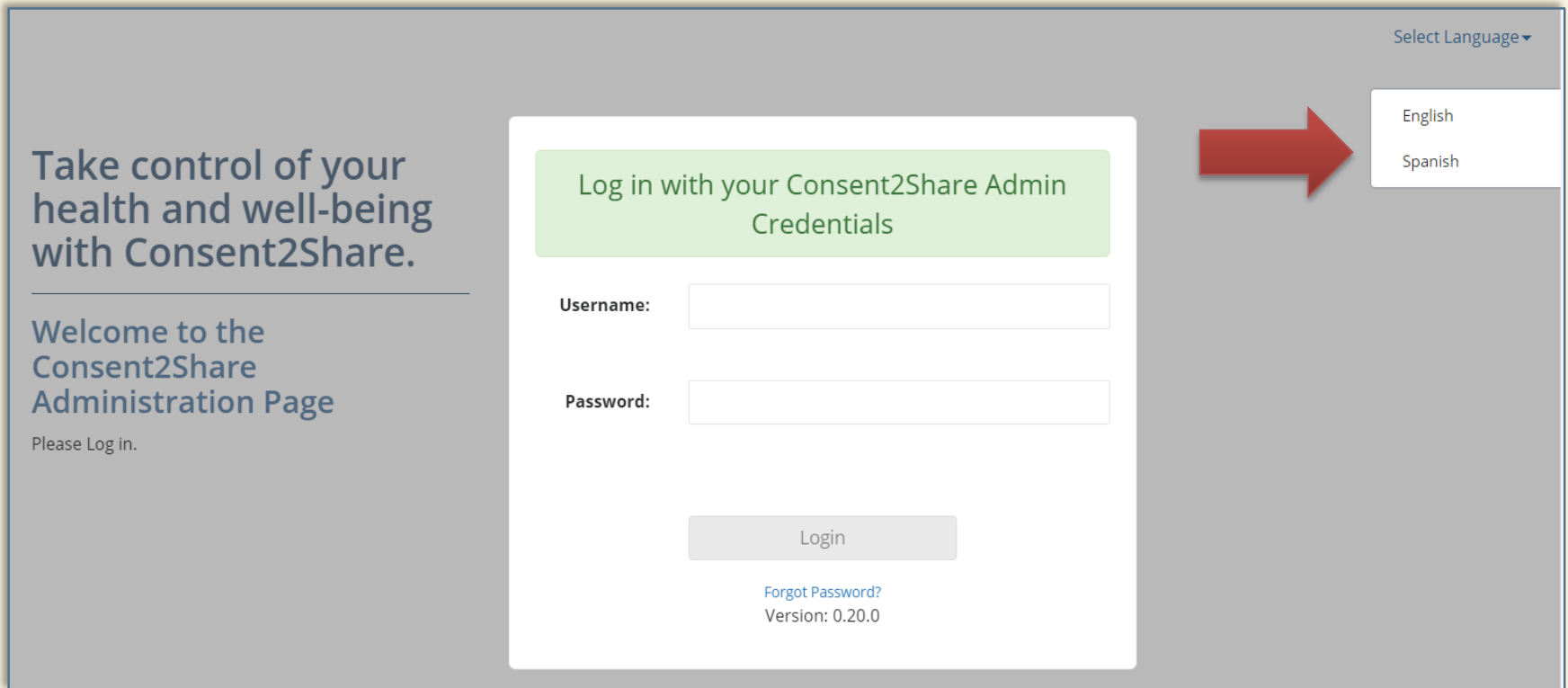


This Admin User Guide will show you how to:

1. Select the preferred language between English and Spanish
2. Create a patient account
3. Collect patient demographics
4. Update a patient account
5. Send a Activation Email and a Verification Code so that patients can activate their patient accounts
6. Search for patients and update their information

Section 1: Select Preferred Language

Select the language of your choice by clicking the Select Language link



The screenshot displays the Consent2Share Admin Page. On the left, a sidebar contains the text: "Take control of your health and well-being with Consent2Share.", "Welcome to the Consent2Share Administration Page", and "Please Log in.". The main content area features a login form with a green header "Log in with your Consent2Share Admin Credentials", "Username:" and "Password:" labels, input fields, a "Login" button, a "Forgot Password?" link, and "Version: 0.20.0". In the top right corner, a "Select Language" dropdown menu is open, showing "English" and "Spanish" options. A red arrow points from the login form area towards the language dropdown.

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Welcome to the Consent2Share Administration Page

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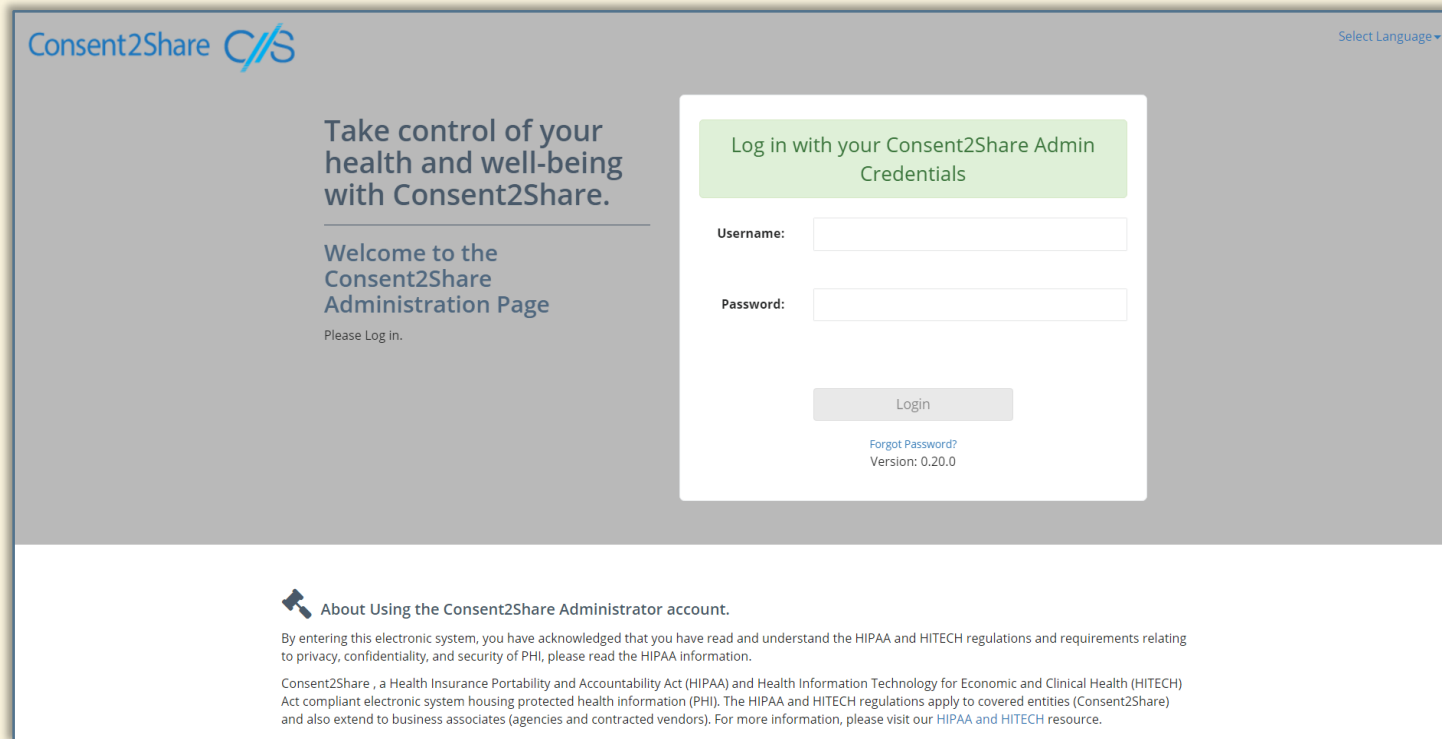
Version: 0.20.0

Select Language ▼

- English
- Spanish

Section 2: Create a Patient Account

Login to the Consent2Share Admin Portal with your credentials



The screenshot shows the Consent2Share Admin Portal login page. The header includes the Consent2Share logo and a 'Select Language' dropdown. The main content area features a welcome message and a login form. The login form has a green header 'Log in with your Consent2Share Admin Credentials', followed by 'Username:' and 'Password:' labels with corresponding input fields. Below the fields is a 'Login' button, a 'Forgot Password?' link, and the version number 'Version: 0.20.0'. The footer contains a section titled 'About Using the Consent2Share Administrator account.' with a disclaimer and a link to the HIPAA and HITECH resource.

Consent2Share C/S Select Language▼

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Version: 0.20.0

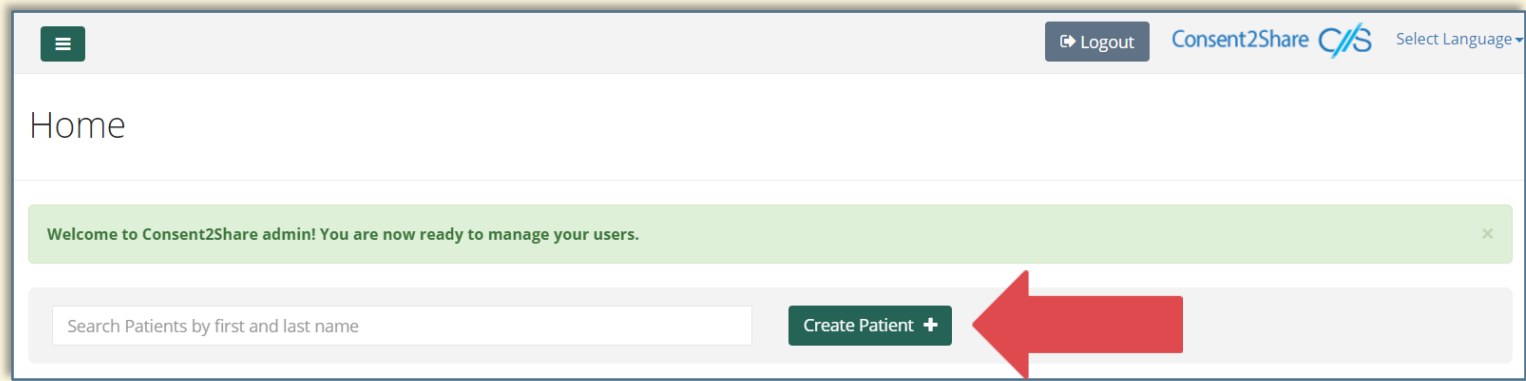
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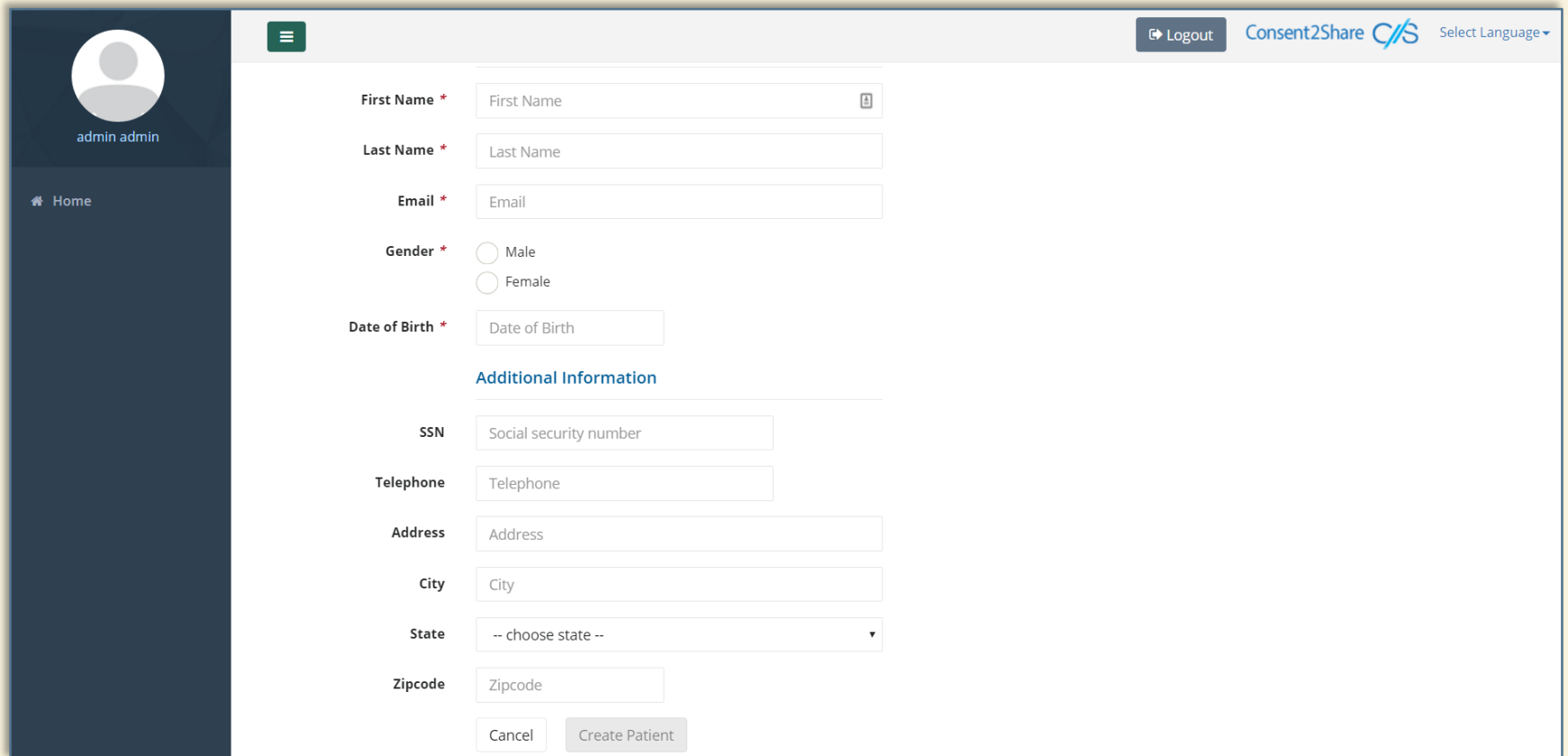
Create a Patient Account

- Click the “Create Patient +” button on the Home Page



- This will bring you to the Patients Demographics Page shown on the following slide

Patient Demographics Page



A screenshot of a web application for patient demographics. The interface features a dark blue sidebar on the left with a user profile icon and the text 'admin admin', and a 'Home' link. The main content area is white and contains a form for entering patient information. The form includes fields for First Name, Last Name, Email, Gender (radio buttons for Male and Female), Date of Birth, and an 'Additional Information' section with fields for SSN, Telephone, Address, City, State (a dropdown menu), and Zipcode. At the bottom of the form are 'Cancel' and 'Create Patient' buttons. The top of the page has a navigation bar with a menu icon, a 'Logout' button, the 'Consent2Share C/S' logo, and a 'Select Language' dropdown.

First Name *

Last Name *

Email *

Gender * ☐ Male ☐ Female

Date of Birth *

Additional Information

SSN

Telephone

Address

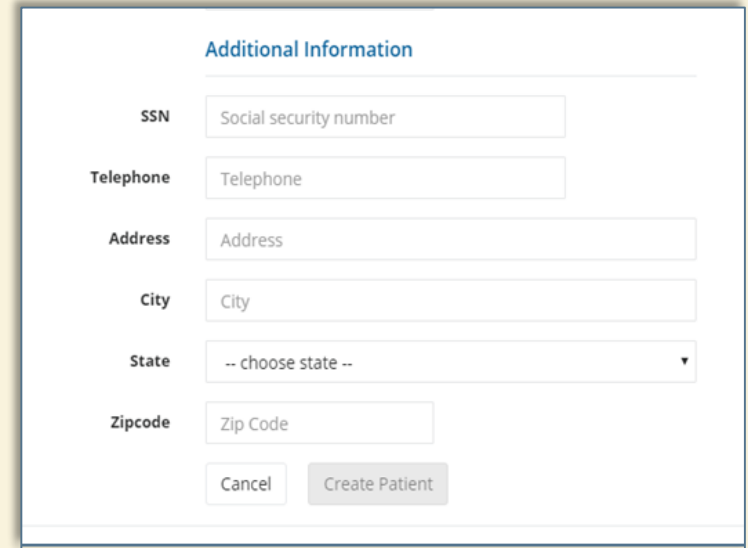
City

State

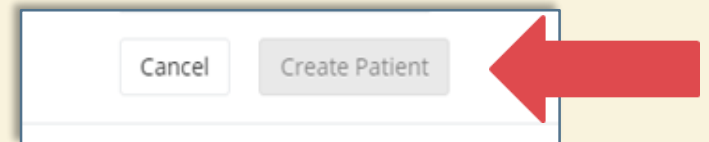
Zipcode

Section 3: Collect Patient Demographics

- Enter information for the required fields (first name, last name, email, gender, and date of birth)
- Either enter the details in the Additional Information section now or leave it for later
- When finished entering information, click Create Patient



A screenshot of a web form titled "Additional Information". The form contains several input fields: "SSN" with a placeholder "Social security number", "Telephone" with a placeholder "Telephone", "Address" with a placeholder "Address", "City" with a placeholder "City", "State" with a dropdown menu showing "-- choose state --", and "Zipcode" with a placeholder "Zip Code". At the bottom of the form are two buttons: "Cancel" and "Create Patient".



A close-up of the bottom of the form, showing the "Cancel" and "Create Patient" buttons. A large red arrow points from the right towards the "Create Patient" button, highlighting it as the next step.

Section 4: Update Patient Information



- You can return to a patient's Profile Page and enter information that was not previously entered
- You can return to a patients Profile Page and modify information that changed since the account was created
- You will see that the Create Patient button on the Patient Profile Page is replaced by an Update Patient button
- This button becomes active when information is edited or when new information is added to the patient profile page

Update Patient Information

The screenshot shows a web application interface for updating patient information. On the left is a dark blue sidebar with a user profile icon labeled 'admin admin' and a 'Home' link. The main content area has a light gray header with a menu icon, a 'Logout' button, the 'Consent2Share C/S' logo, and a 'Select Language' dropdown. The form itself is white and contains the following fields:

- First Name ***: Text input with 'Simple' and a clear icon.
- Last Name ***: Text input with 'Dude'.
- Email ***: Text input with 'SimpleDude@mailinator.com' and a clear icon.
- Gender ***: Radio buttons for 'Male' (selected) and 'Female'.
- Date of Birth ***: Text input with '01/01/2001'.
- Additional Information**: A section header followed by several text inputs:
 - SSN**: Text input with placeholder 'Social security number'.
 - Telephone**: Text input with placeholder 'Telephone'.
 - Address**: Text input with placeholder 'Address'.
 - City**: Text input with placeholder 'City'.
 - State**: Dropdown menu with '-- choose state --'.
 - Zipcode**: Text input with placeholder 'Zipcode'.

At the bottom of the form are two buttons: 'Cancel' and 'Update Patient'. A large red arrow points to the 'Update Patient' button.

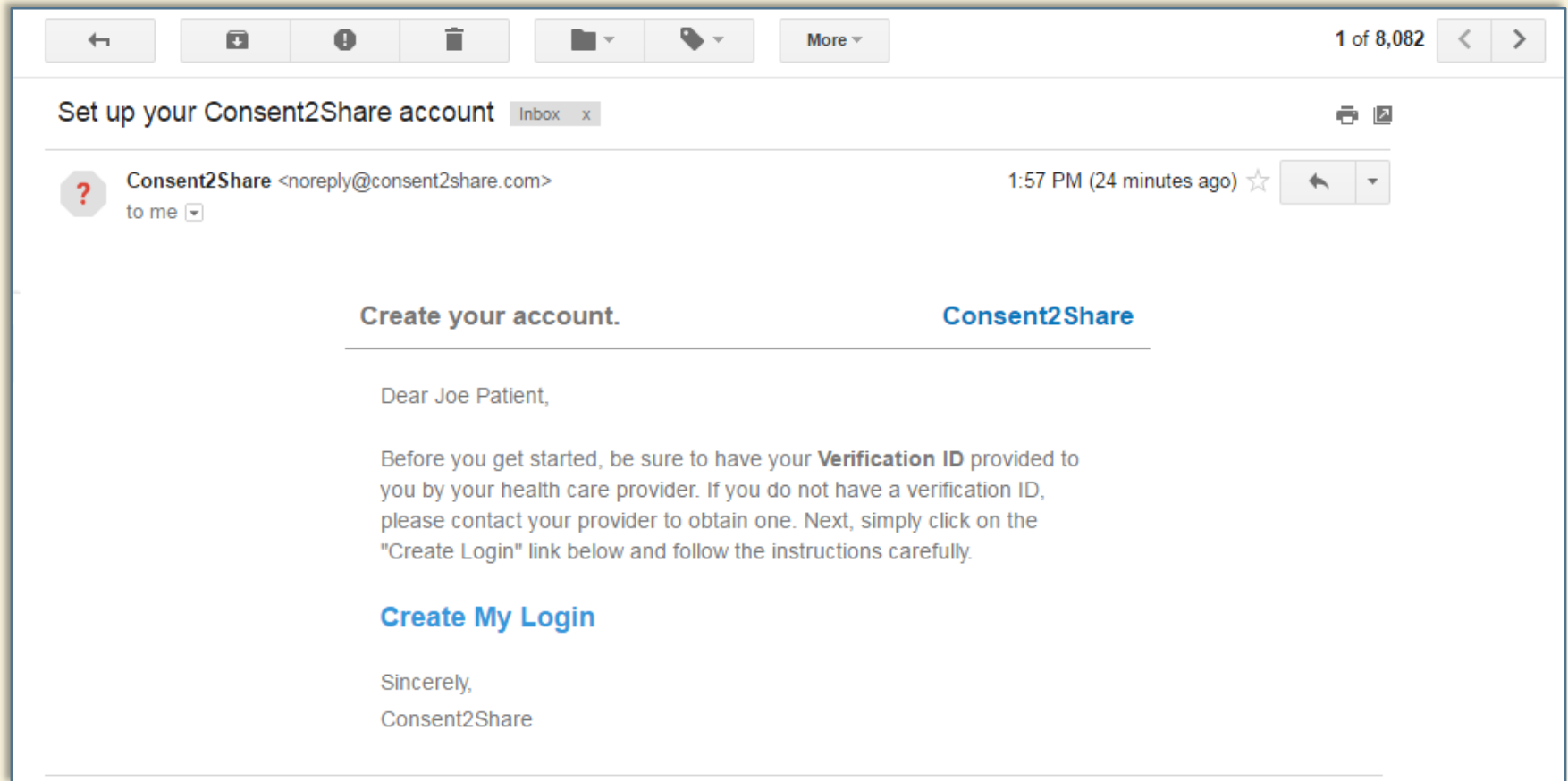
Section 5: Activate Patient Account

- Once the patient account is created, an activation email must be sent to the patient's email address
- Click the Send Email button, and select the language of your choice. The email will be sent in the selected language.
- The email will contain a link to Consent2Share for the patient to complete the registration (See sample on next page)
- When you click the Send Email button, an alphanumeric Validation Code is generated. Email the code to the patient in a separate email (See sample below)
- Once done, patients can create their login

Verification Code:

j43a6s0

Activation Email



Send Activation Email to the Patient

The screenshot displays the 'Edit Patient' interface. At the top, a notification box states 'email sent successfully'. The page header includes a 'Logout' button, the 'Consent2Share C/S' logo, and a 'Select Language' dropdown. The left sidebar shows the user profile 'admin admin' and a 'Home' link. The main content area shows the 'Patient ID: C2S-DEV.XLBLA3^^&1.3.6.1.4.1.21367.13.20.200&ISO'. Below this is a section titled 'Account Activation / Verification Code'. It contains two fields: 'Activate Account for:' with the email 'johndoe@mailinator.com' and 'Verification Code:' with the code 'rgc7pbb'. A message below these fields reads: 'Please Send Email to generate the Verification Code. Sending an account activation email to the address listed above will generate a unique Verification Code. That Verification Code will be displayed above.' At the bottom of this section, it says 'Account Status: Activation Email Sent.' with a 'Resend Email' button. A yellow note at the bottom states: 'Please Note. All fields with * are required to create a User Account. Additional Information may also be added as provided.' Below the note is a 'Required Information' section with input fields.

admin admin

Home

email sent successfully

Logout Consent2Share C/S Select Language

Edit Patient

Patient ID: C2S-DEV.XLBLA3^^&1.3.6.1.4.1.21367.13.20.200&ISO

Account Activation / Verification Code

Activate Account for:
johndoe@mailinator.com

Verification Code:
rgc7pbb

Please Send Email to generate the Verification Code. Sending an account activation email to the address listed above will generate a unique Verification Code. That Verification Code will be displayed above.

Account Status: Activation Email Sent. Resend Email

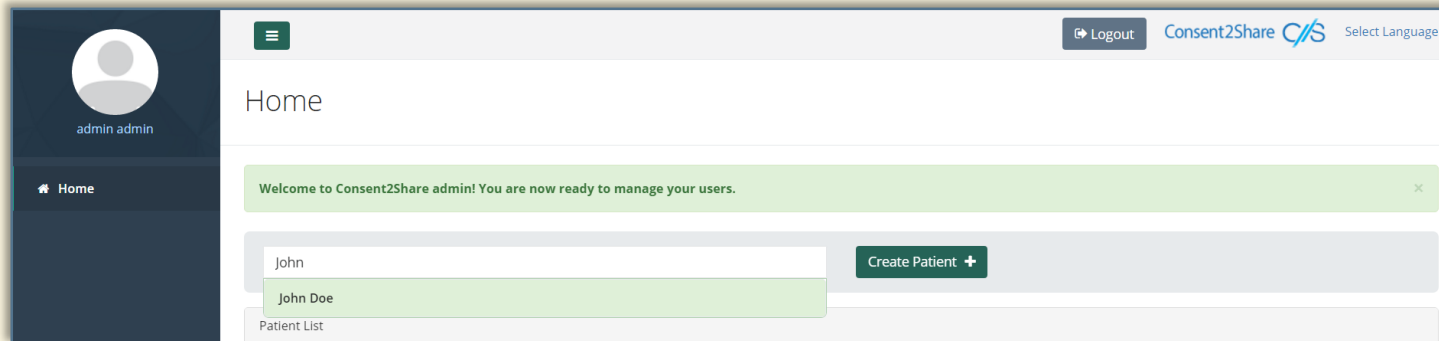
Please Note. All fields with * are required to create a User Account. Additional Information may also be added as provided.

Required Information

- After you send the activation email to the patient you will see an “email sent successfully” pop-up window at the top

Section 6: Search for Patients

- Consent2Share includes a patient search feature
- Log into the Admin Portal using your provider credentials



- Begin typing the patient's name in the input field. If the input matches a patient's name from the database, the dropdown box will contain all the names that matches the input.
- Clicking on a patient's name from the results takes the control to the Edit Patient page