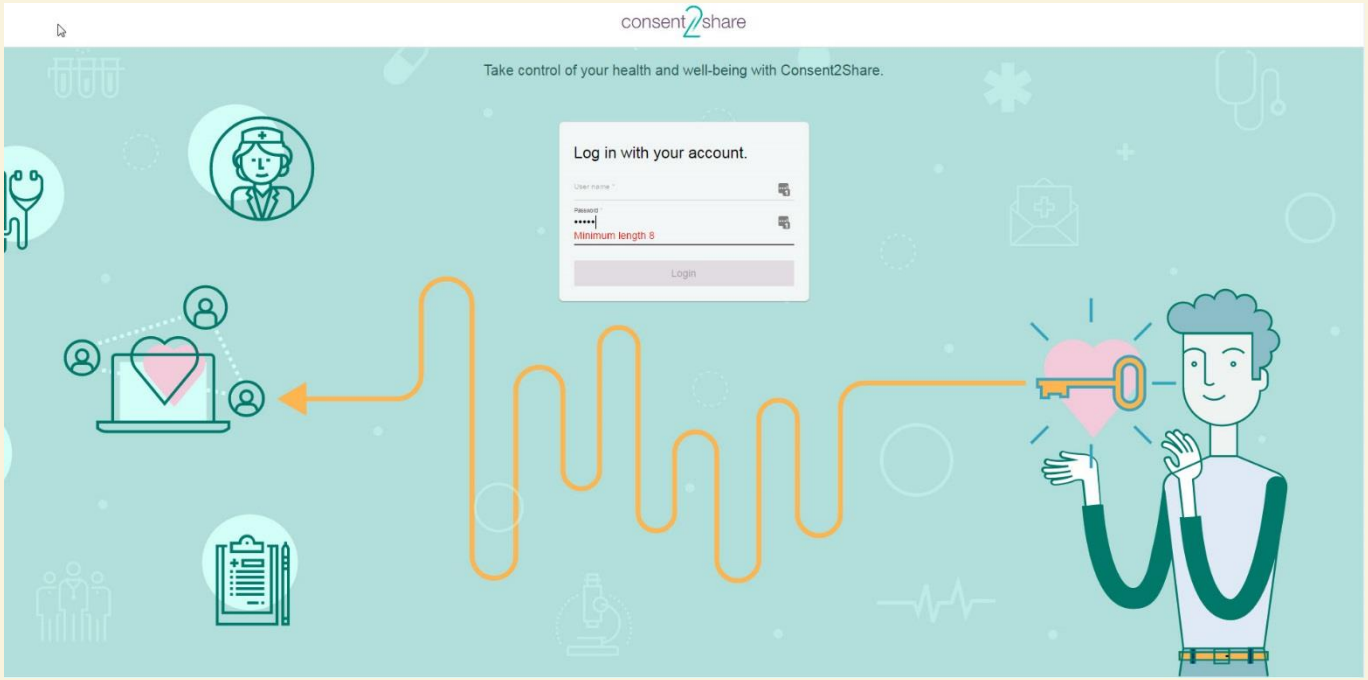
SAMHSA HealthIT | HEALTH INFORMATION TECHNOLOGY

Consent2Share V3.0.0 Patient User Guide



About Consent2Share

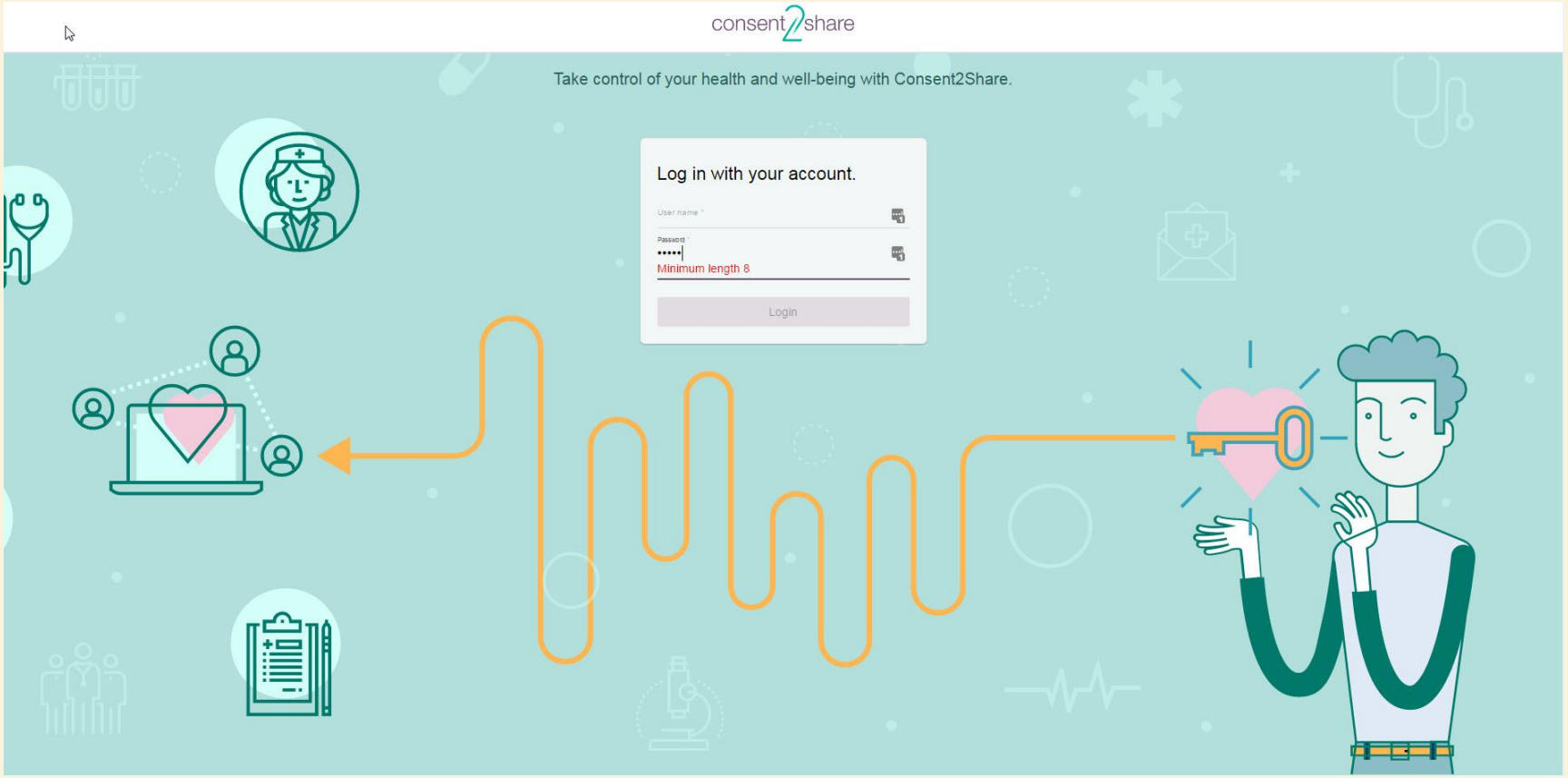
- A secure website that provides you with 24-hour access to your personal health record
- Accessible anywhere using an internet connection
- Puts you in charge of your own health information
- Allows you to share your health records with providers
- Allows you to choose what you wish to share and not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

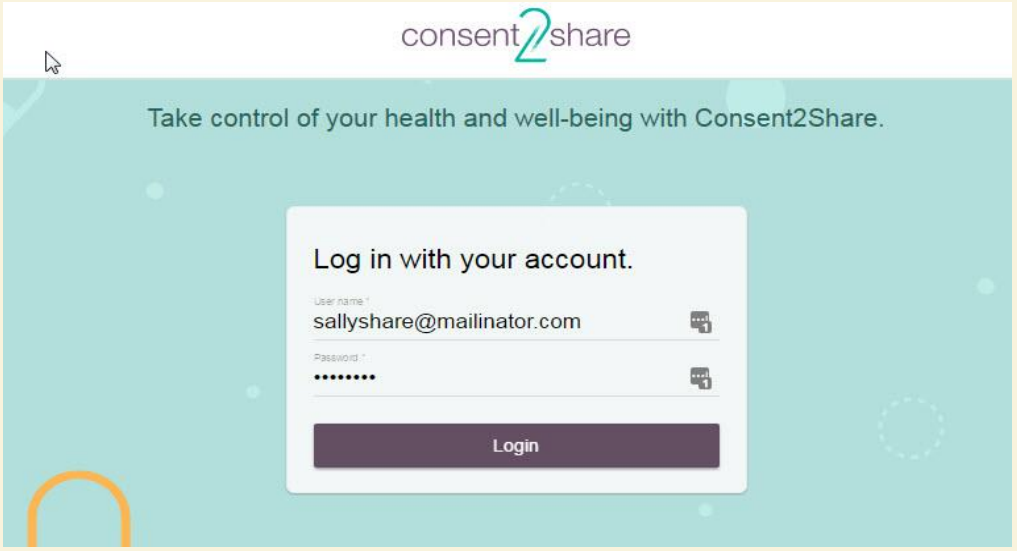
- Add your providers to your account
- Select providers from whom to send your health data
- Select providers to whom you wish to send your health data
- Select the specific information you wish to share
- View the documents you have selected to share
- Electronically sign a consent to share your information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

The Consent2Share Login Page



Enter Consent2Share

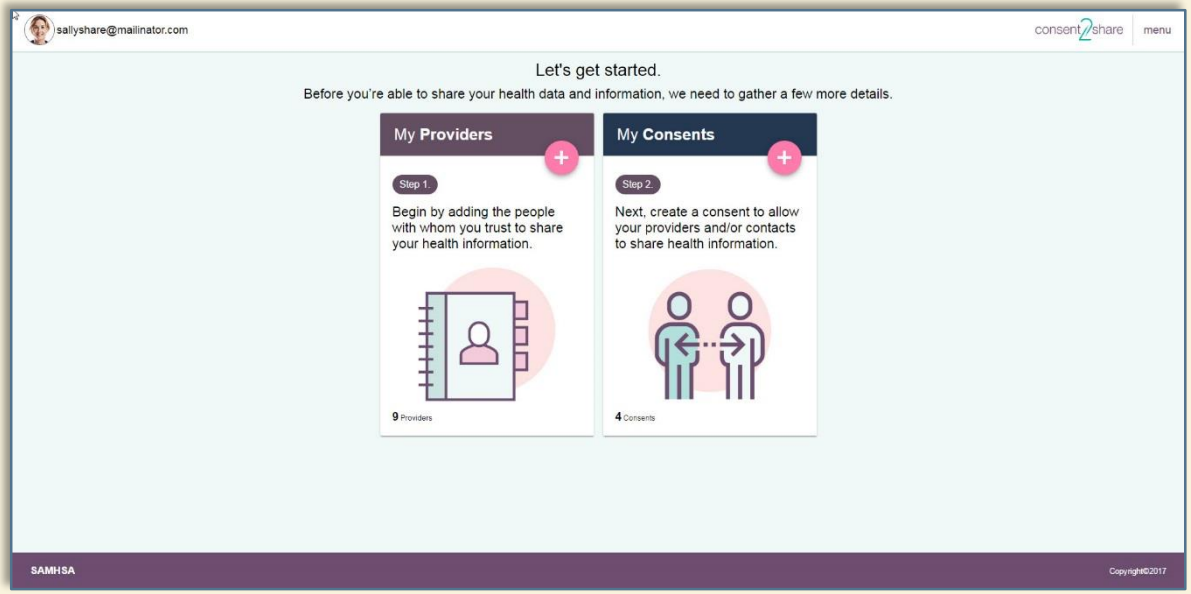
- At the Consent2Share home page:
  - ✓ Enter the default patient account
  - ✓ Username sallyshare@mailinator.com and Password AAA#aaa1
  - ✓ Click the Login button



Your Consent2Share Home Page

Your Home Page has links to:

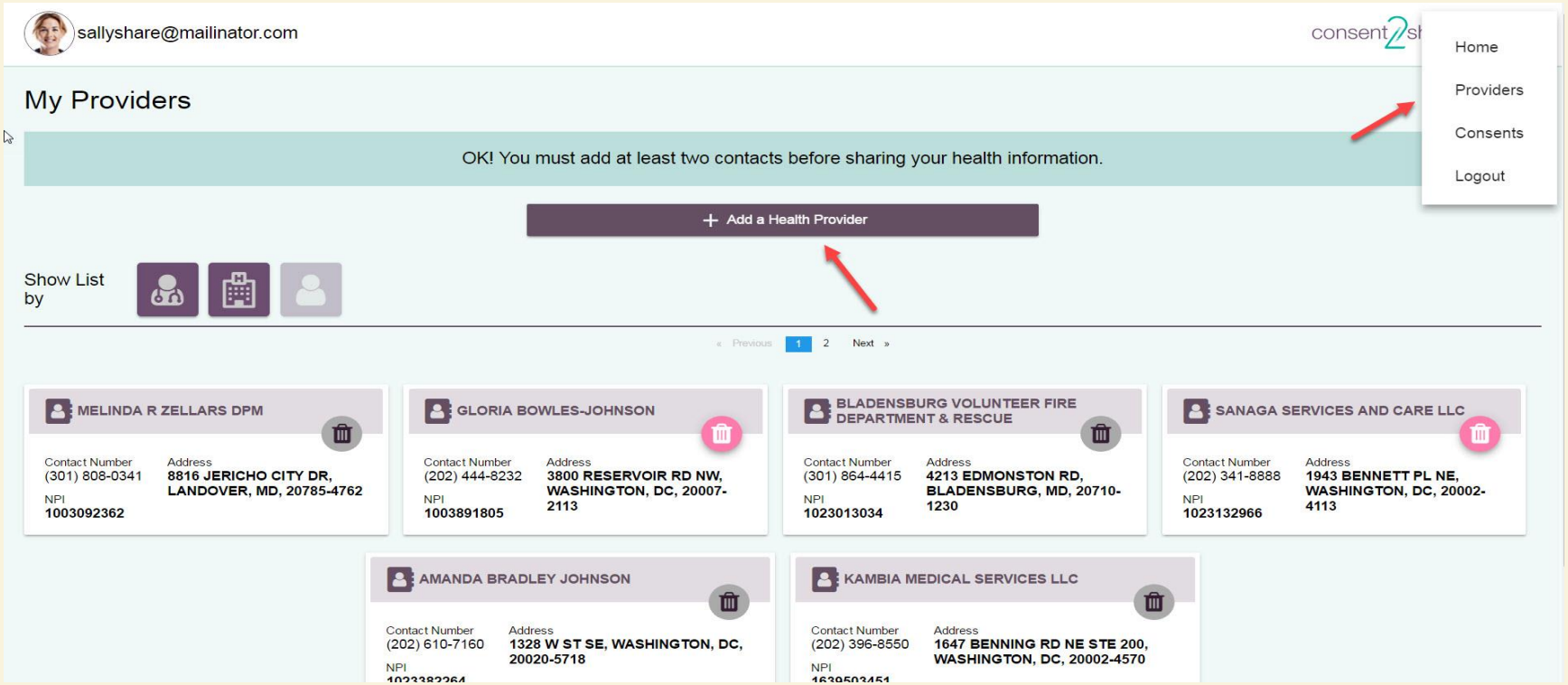
- Consents
- Providers



Add Your Providers

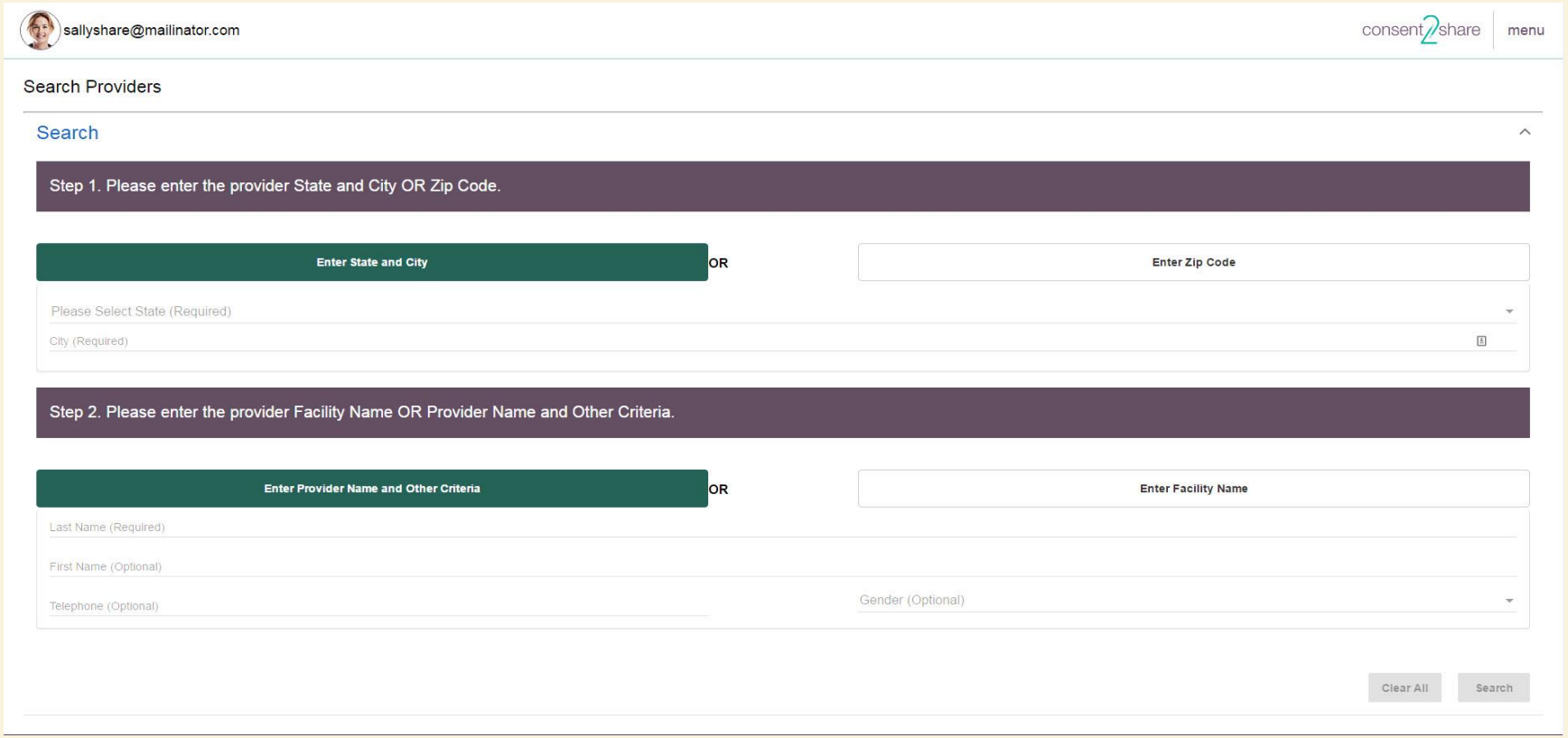
- You will likely have multiple health care providers
- These can include primary care, mental health, addiction treatment, and specialty providers such as dermatologists
- Consent2Share enables you to share all or part of your health information with your providers
- Thus, a first step is to add providers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

Add First Provider



- First, select the Provider menu and click the Add a Health Provider button

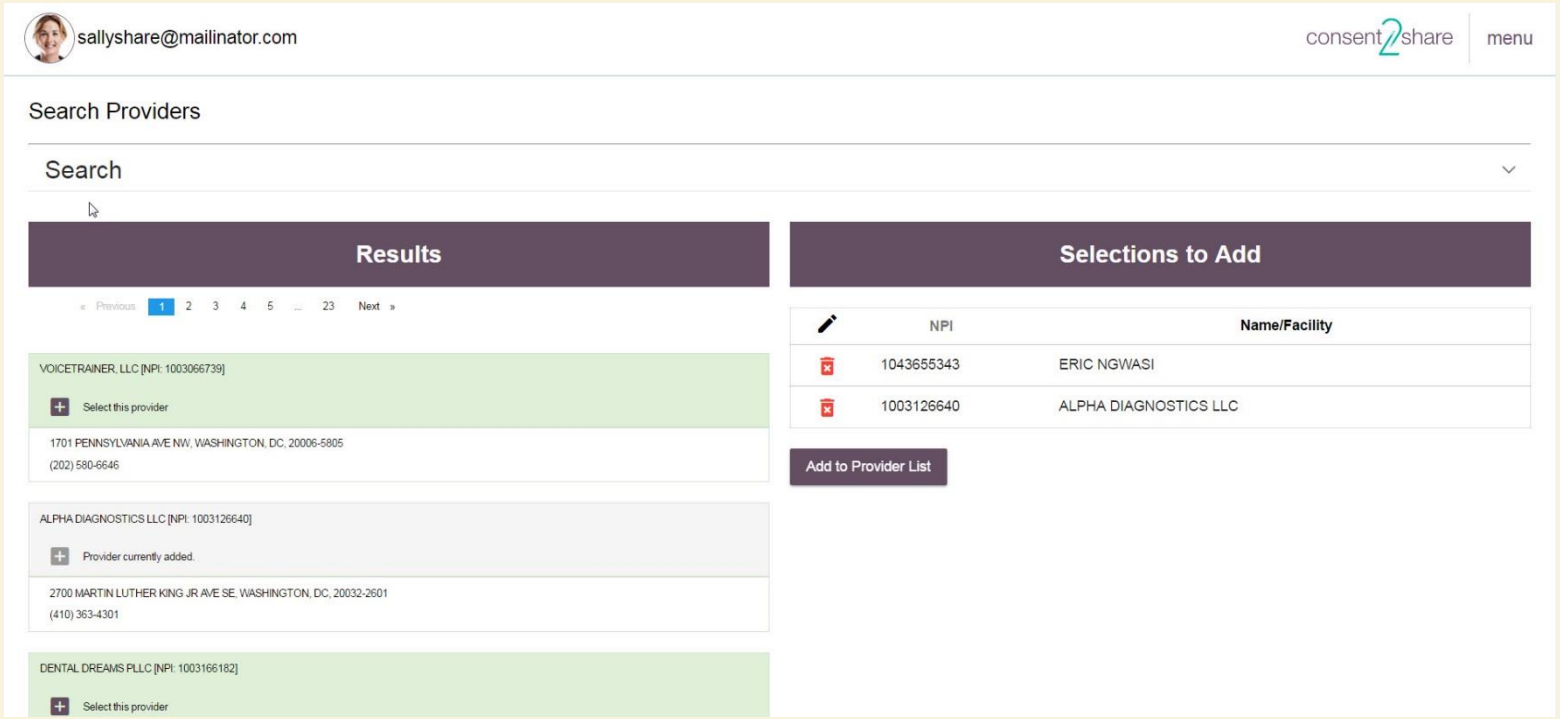
Search for the First Provider



- On the Providers page, search for your provider

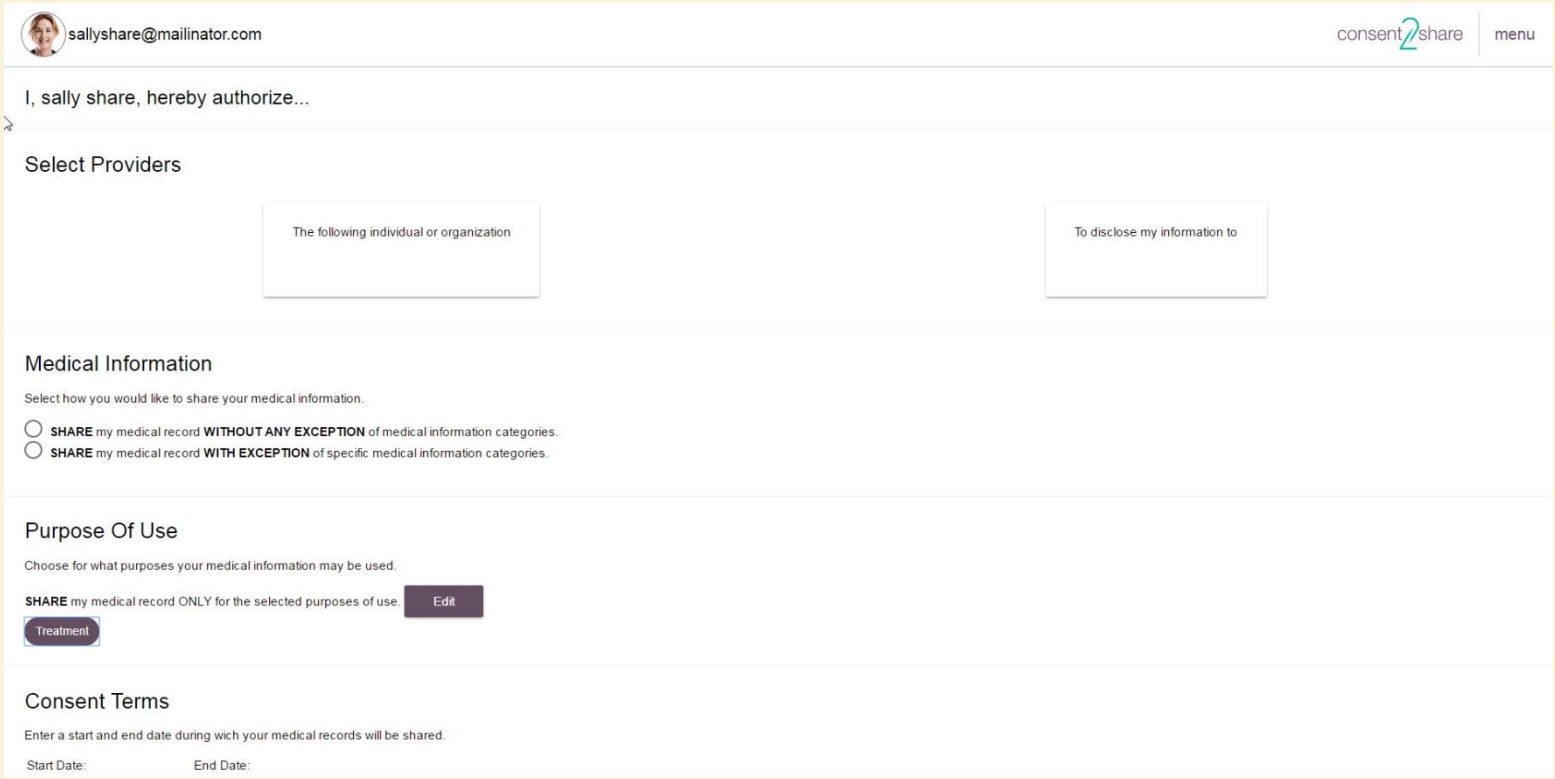
Select Desired Providers from the List

- From the Search Results, select the desired Providers by clicking Add this Provider. Selected providers will appear on the right-hand side
- Click the Add to Provider List button to confirm the selection
- Note: At least two providers are needed to create a consent



Create Consent Page

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



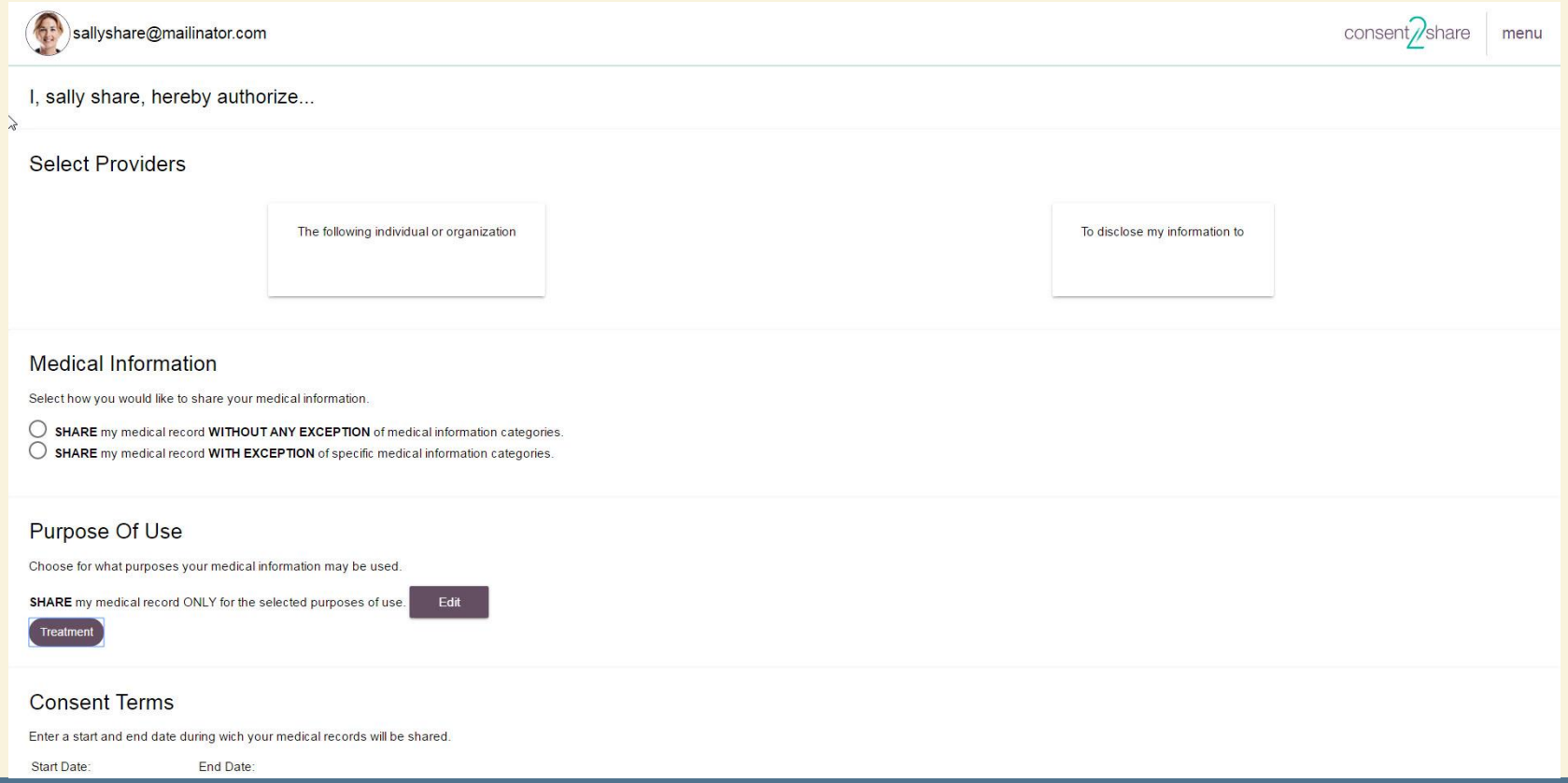
Consent, Sharing Data, and Time Limits

On the Create Consent page:

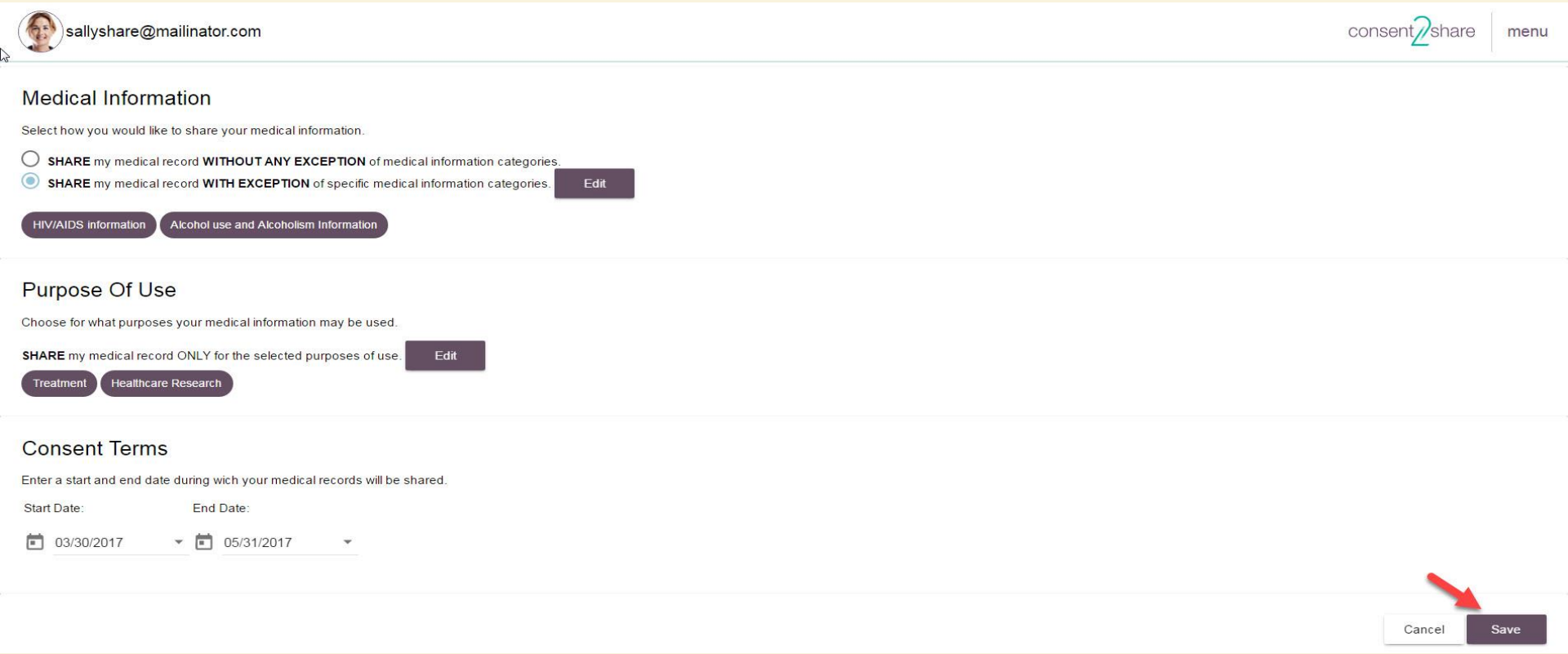
- You can choose to share all or parts of your health records
- You can choose the reason for sharing your health records
- You can also decide how long you would like your records to be shared with this provider
- The following page illustrates how to make these choices

Create a Consent Page

- From the Consents menu, click on Add a consent
- Enter the information required in Authorize, Medical Information, Purpose Of Use and Consent Term.

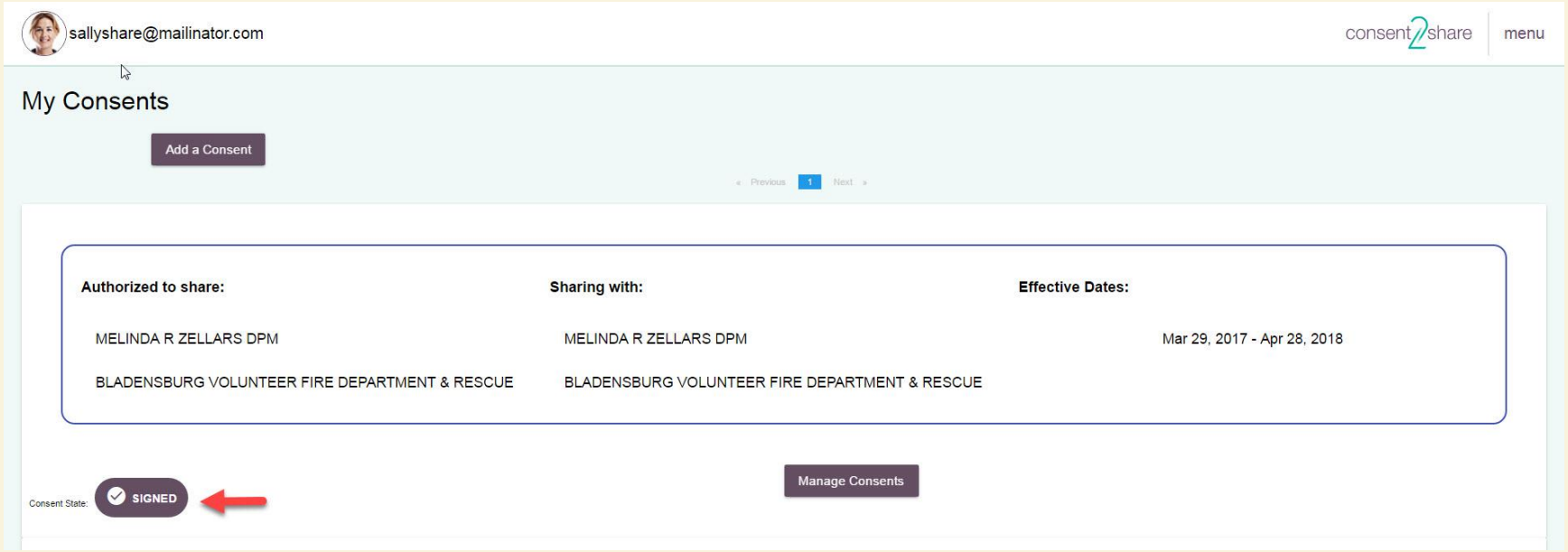


Save Consent



After selecting your terms for the consent, click the Save button, which takes you the List Consents Page

My Consents Page

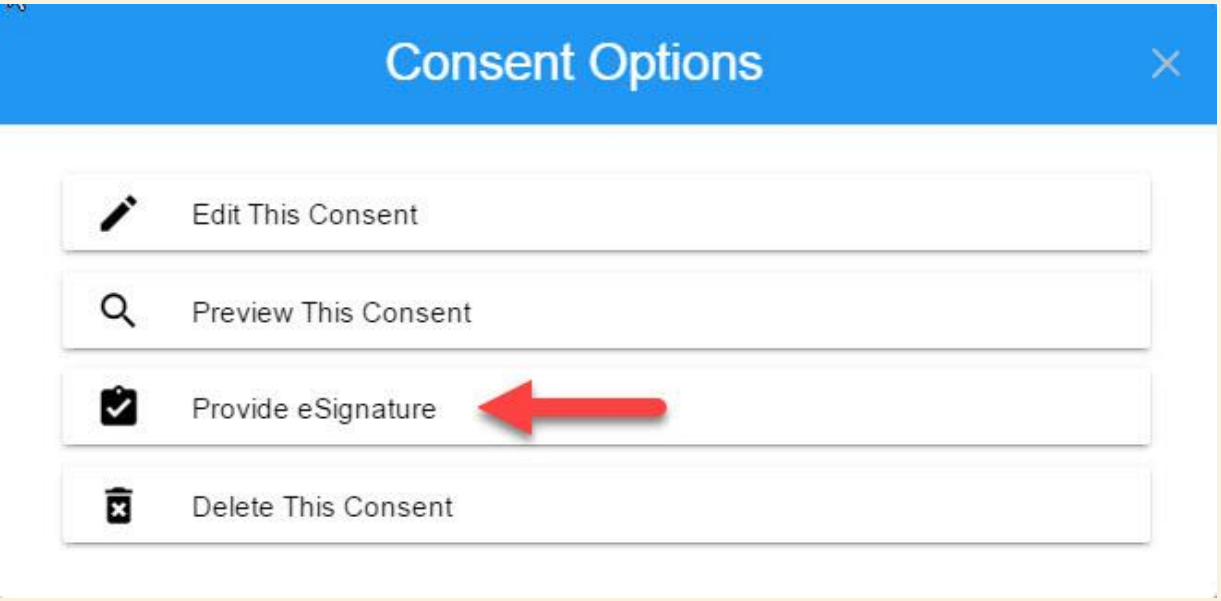


- This page shows the status of all the consents created
- Clicking on the green Manage Consents button opens up pop-up window to help you manage your consent

Provide Electronic Consent

- You can do so by checking the Attestation Box shown on the following page

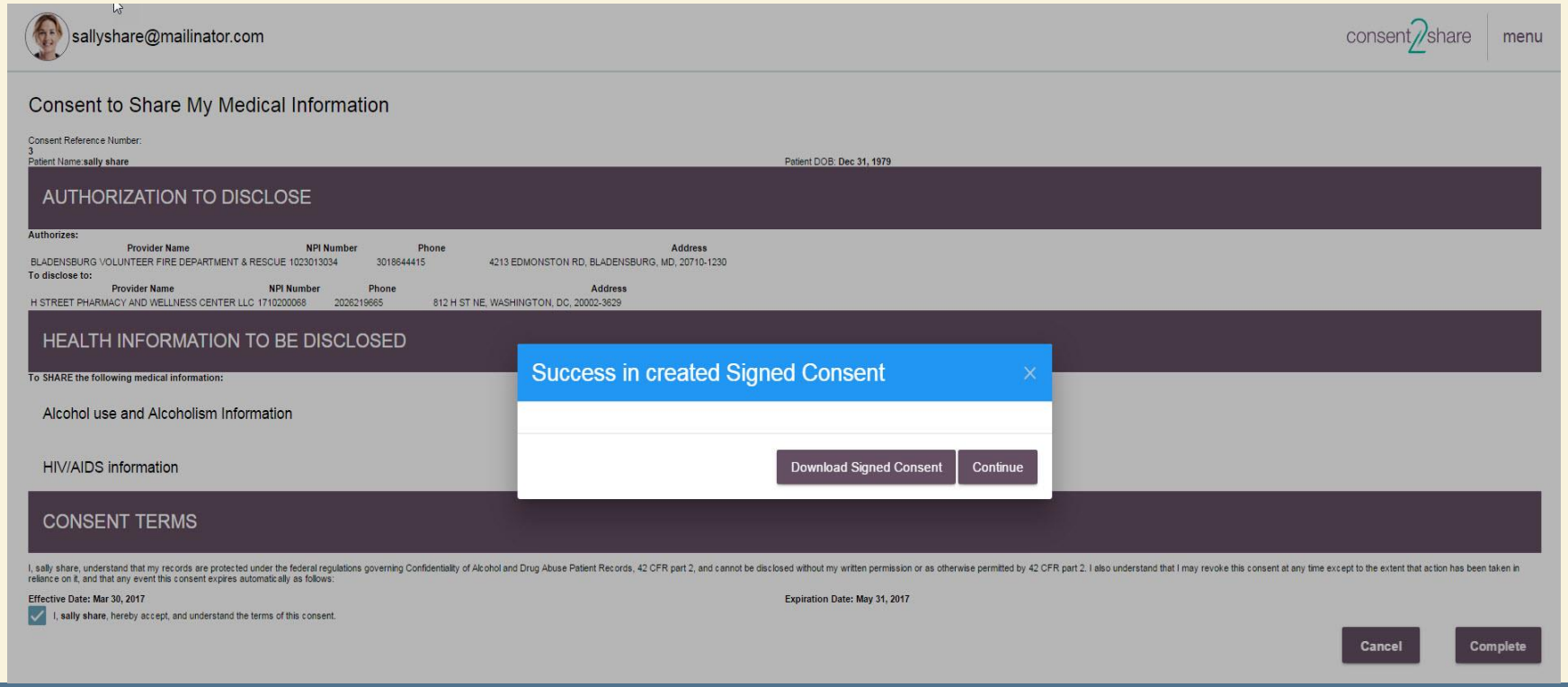
Choose eSignature Option



- From the List Consents Page, click on Manage Consents
- From the Consent Options pop-up window, select Provide eSignature
- That will bring you to the Consent to Share My Medical Information page

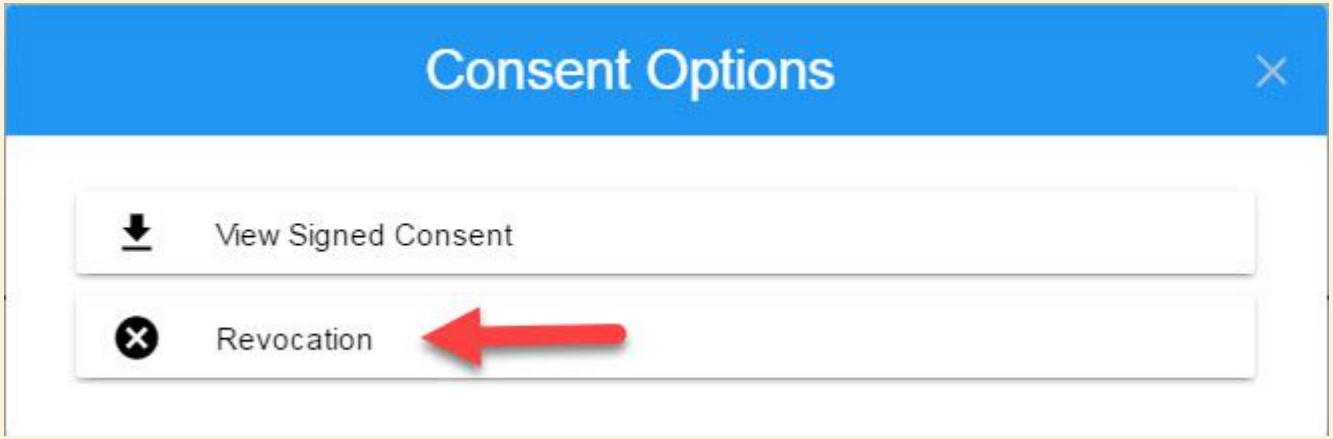
Create a Consent by Providing eSignature

- After you click the Complete button after authenticating, you have created a consent by electronically signing it. You will receive a pop-up consent success notice.



Revoke Your Consent

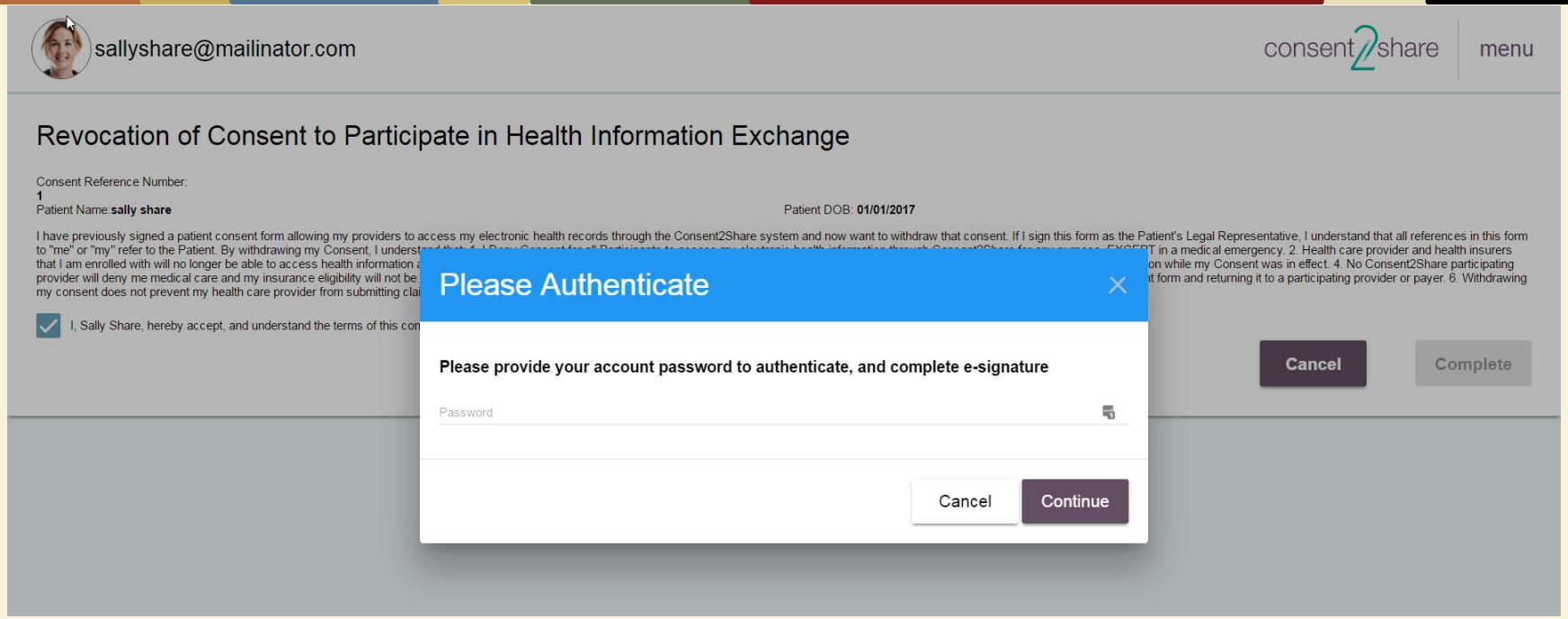
- Once you have created a consent, you can revoke the consent
- At the Home Page, Select Consents on the left hand side
- A Consent Options pop-up box will open
- Select Revocation



Sign Consent Revocation

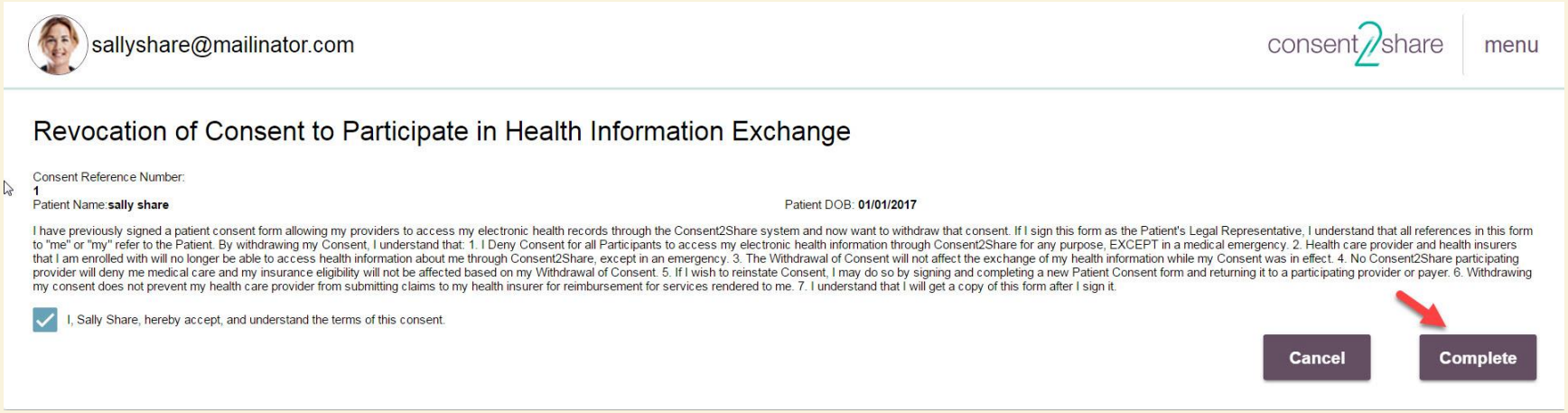
- After you select Revocation, a Revoke Consent page will open
- To revoke your consent, click the attestation check box as shown

Enter Password to Authenticate



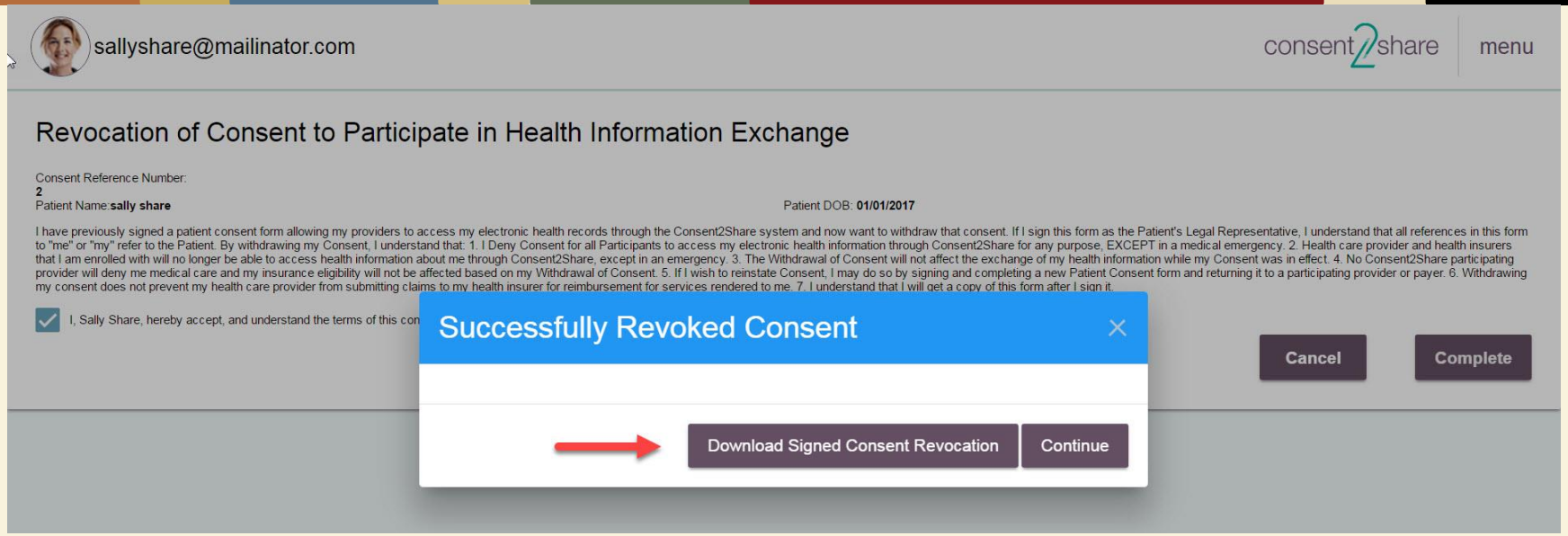
- After you click the check box on the Revoke Consent page, authenticate by entering your account password and click the Complete button

Complete Revocation Process



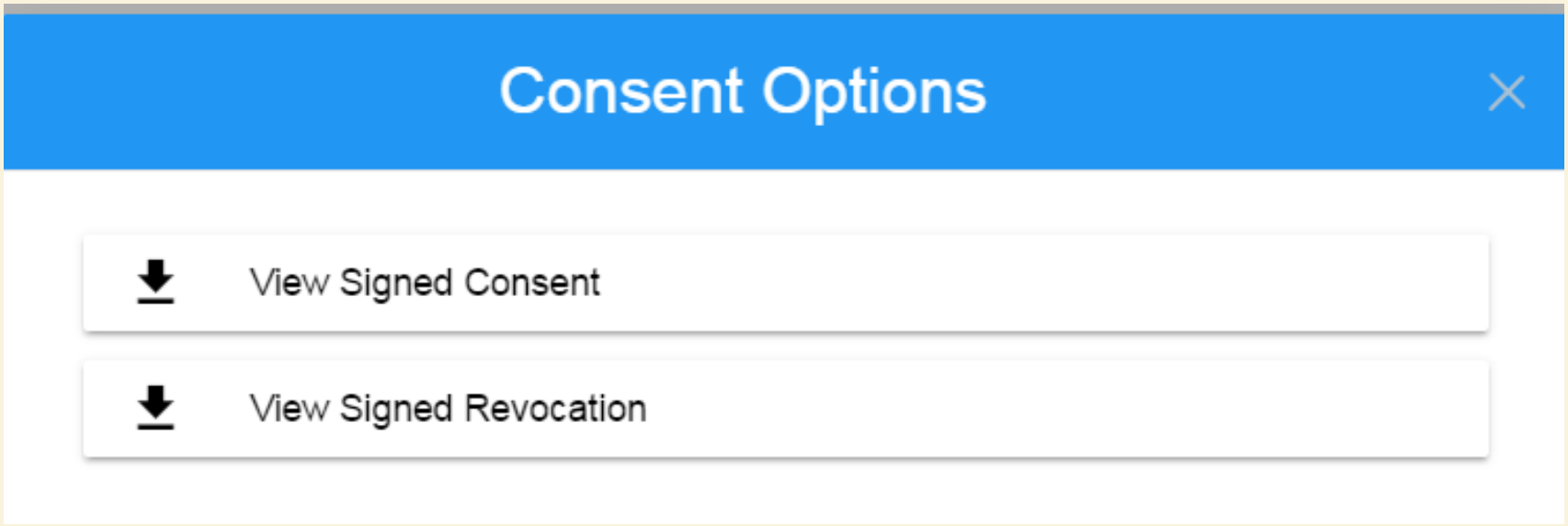
- After you enter your password, the Complete button will turn green
- Click the green Complete button and your consent will be revoked

Complete Revocation Process



- Revoked consent may be downloaded as a PDF by clicking Download Signed Consent Revocation

Complete Revocation Process



- Revoked consent may also be downloaded as a PDF by clicking Manage Consents from the Consents menu and then selecting View Signed Revocation