







Consent2Share V3.4.0 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

Section 1: Log in to Consent2Share

Section 2: Add providers to your account

Section 3: Create consents

Section 4: Provide eConsent

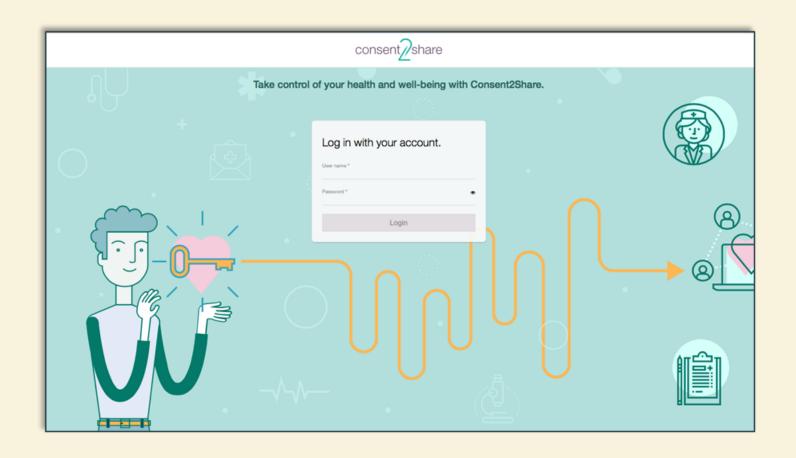
Section 5: Revoke your consent

Section 6: Use the Try My Policy feature

Section 7: Upload Medical Documents

Section 8: View Health Information

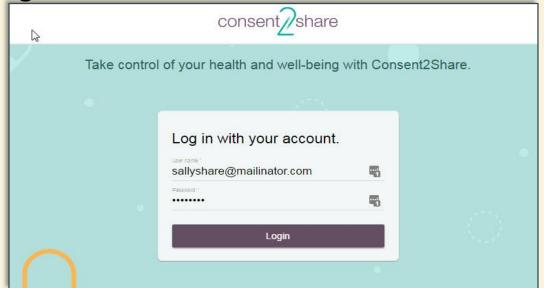
Section 1: Log in to Consent2Share



Enter Consent2Share

At the Consent2Share home page:

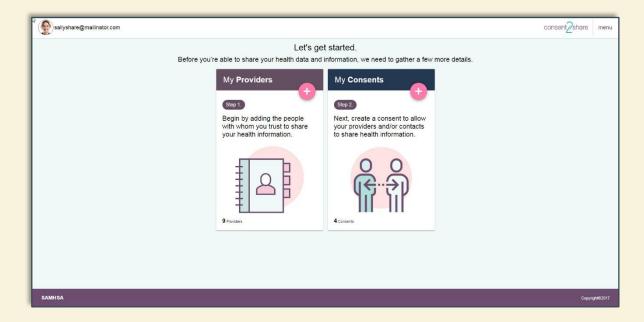
- Enter the default patient account
- Username sallyshare@mailinator.com and Password
 !Password123
- Click the Login button



Your Consent2Share Home Page

Your Home Page has links to:

- Consents
- Providers

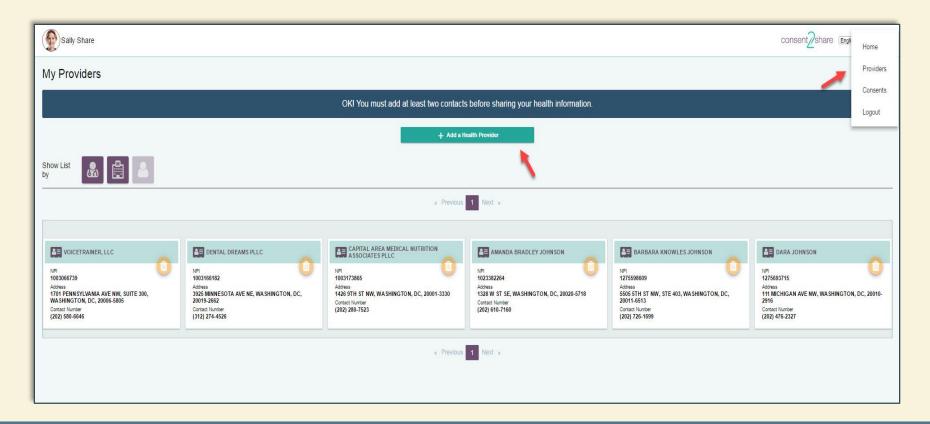


Section 2: Add Providers to Your Account

- 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

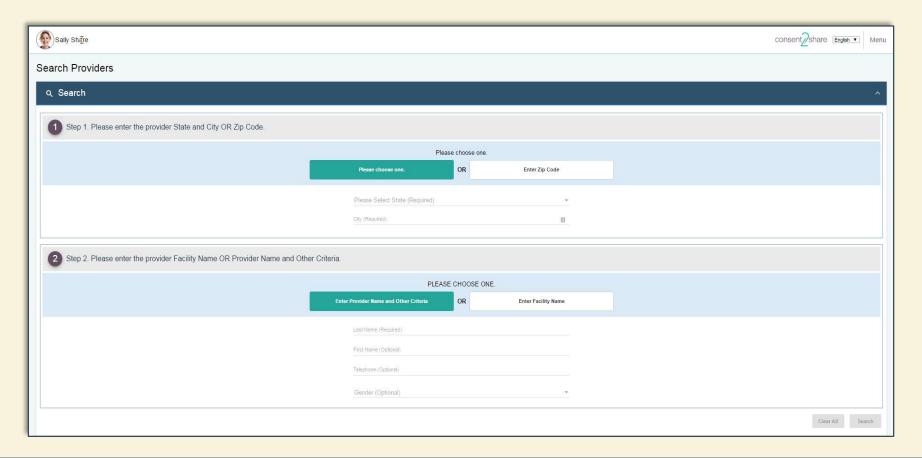
Add First Provider

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



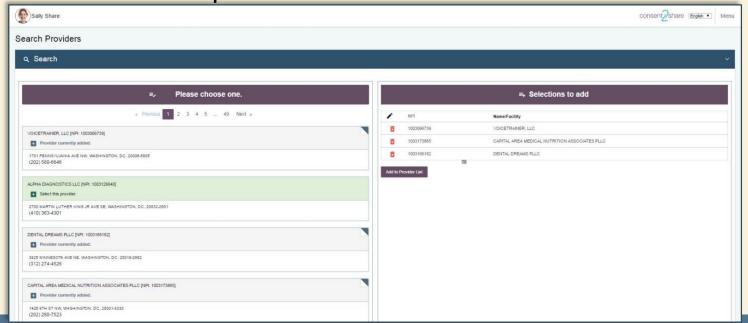
Search for the First Provider

On the Providers page, search for your provider



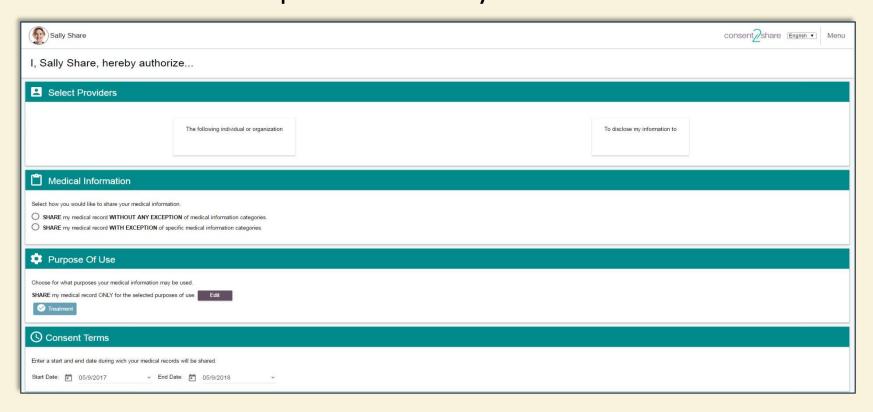
Select Desired Providers from the List

- 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



Section 3: Create Consents

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



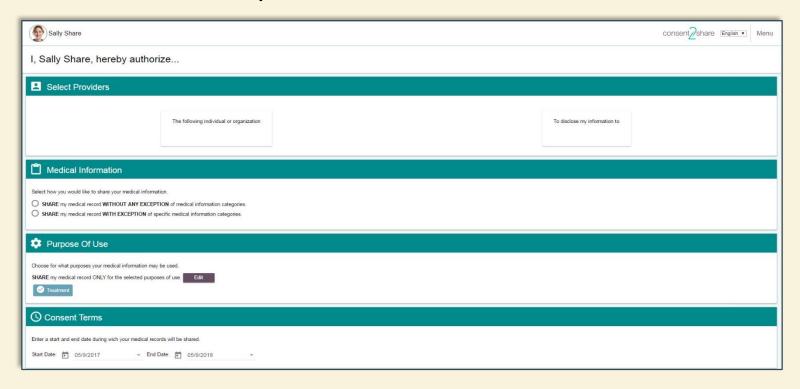
Consent, Sharing Data, and Time Limits

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

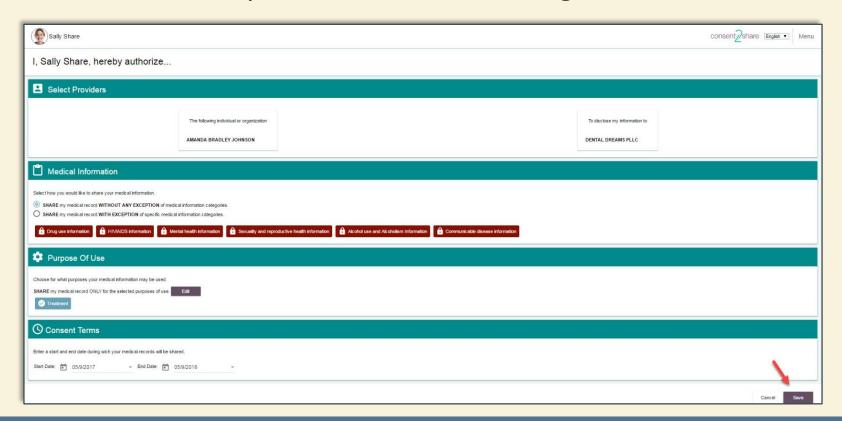
Create a Consent Page

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



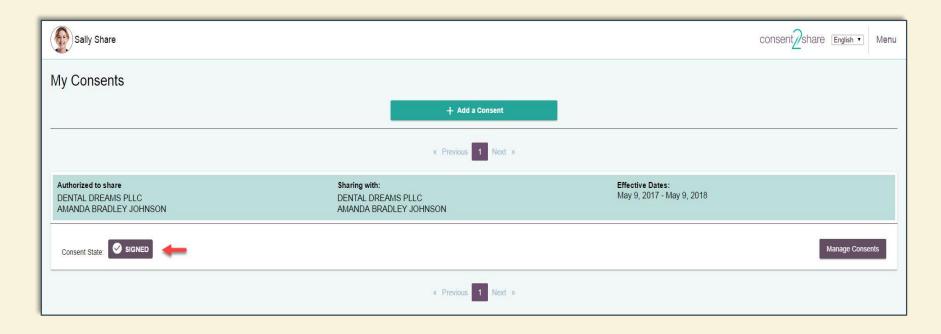
Save Consent

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



Section 4: Provide eConsent

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



Provide Electronic Consent

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



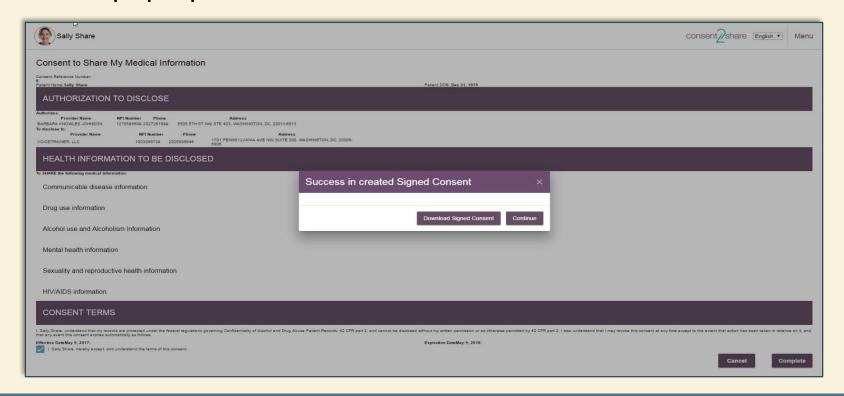
Choose eSignature Option



- 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.



Section 5: 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



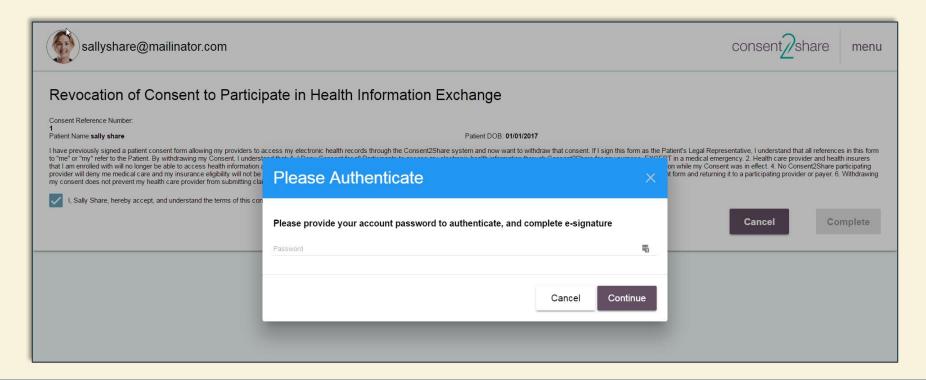
Sign Consent Revocation

- 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.



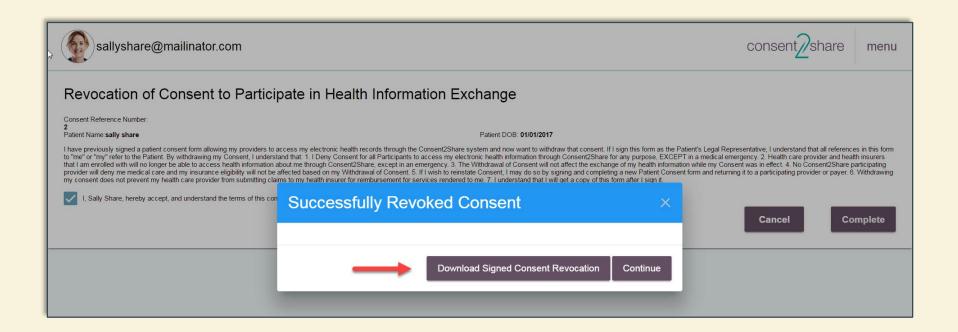
Complete Revocation Process

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



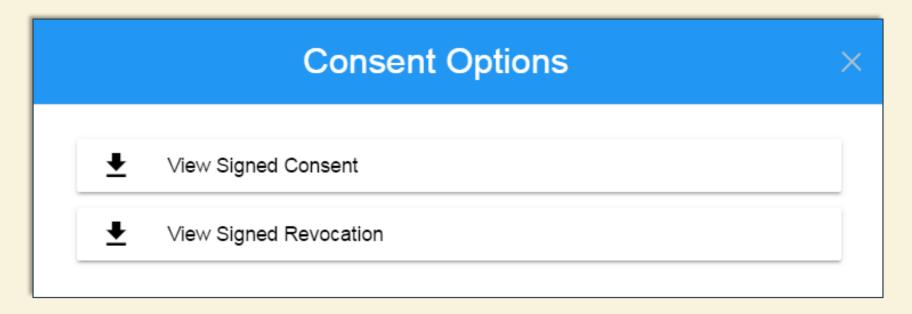
Complete Revocation Process

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

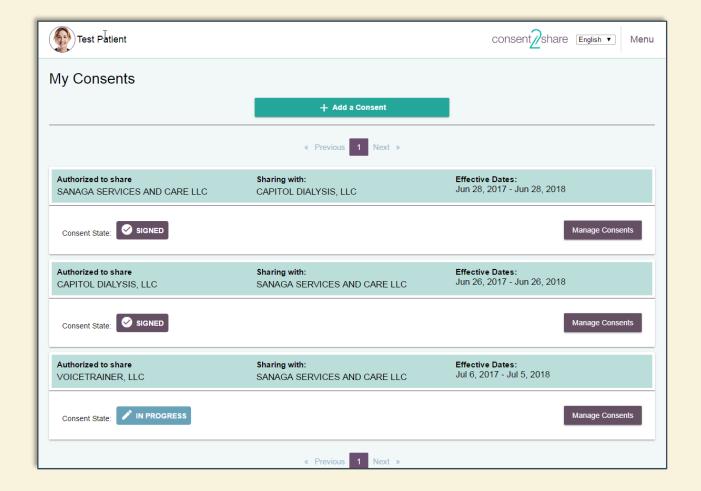


Section 6: Use the Try My Policy Feature

- When you decide share certain information in your health record with a provider, the Try My Policy feature allows you to preview what you are about to share and not share.
- Specifically, when you click Try My Policy, Consent2Share will generate a copy of your health records with the information that will not be shared highlighted in red.
- The next few slides will show you how this is accomplished.

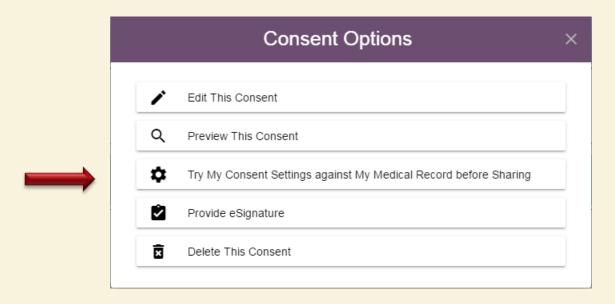
Choose Provider

First, on your My Consents Page, click on the Manage Consents button for the relevant provider



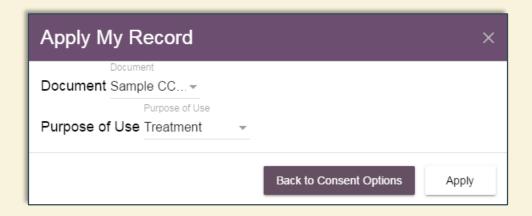
Select Try My Consent

Next, click the Try My Consent Settings Against My Medical Record Before Sharing button



Apply My Record Box

That will open the Apply My Record box



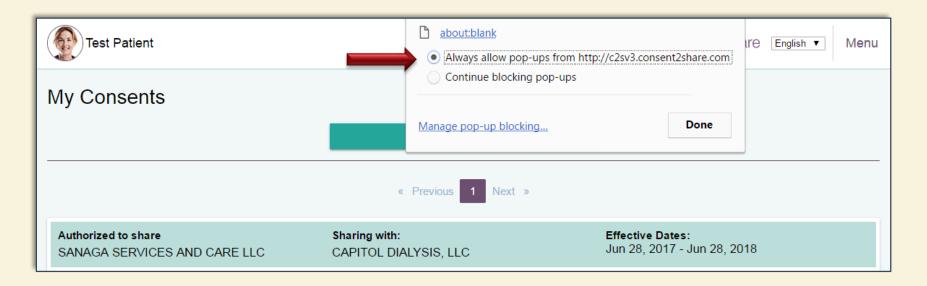
Choose Document and Purpose of Use

- Use the Document drop-down menu to select the medical document you wish to preview your consent decisions.
- Use the Purpose of Use drop-down menu to select the purpose of use, which may be "Treatment," "Healthcare Payment," or "Healthcare Research."



Disable Pop-up Blocker

- You may receive a blocked pop-up message.
- This will prevent you from using Try My Policy.
- If blocked, select the setting that allows pop-ups from this page.



Red = Redacted or Not Shared

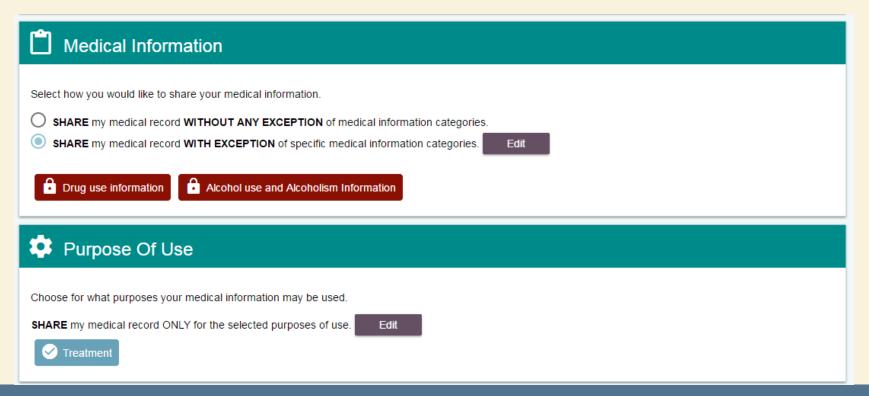
- After selecting the medical document you wish to preview and the purpose of use, a Summary of Patient Chart appears.
- Note the message informing you that items highlighted in red are marked for redaction and will not be shared.
- Redaction means the removal of document content, such as the health information you have chosen not to share.
- A preview of a patient chart will be shown shortly.

IMPORTANT: 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 preferences and settings.

Summary of Patient Chart

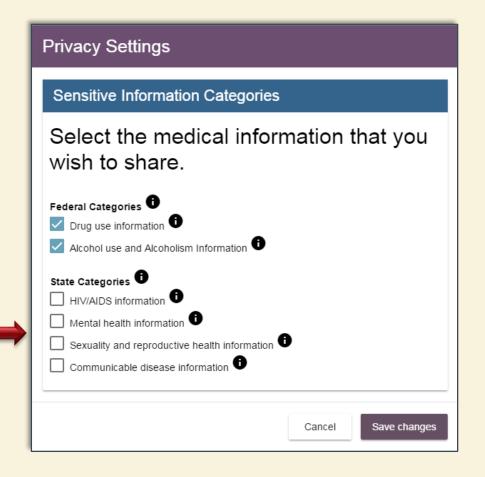
Redaction Based on Prior Choices

- In this case, the patient has selected to share her medical records with exceptions.
- She will share her drug use information and her alcohol use and alcoholism information.



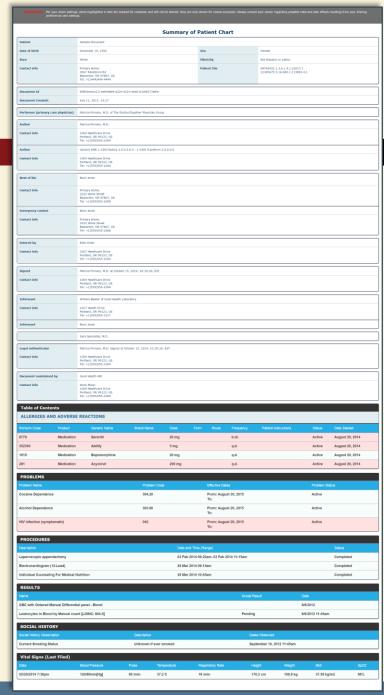
Prior Privacy Settings

Previously, the patient has not chosen to share other categories such as HIV/AIDS, mental health, sexuality, and communicable disease information



Try My Policy Chart

- This is an example of a Summary of Patient Chart generated through Try My Policy
- It is too long to be viewed on this slide
- However, you can see that some information is highlighted in red
- Red highlighted information highlighted is marked for redaction and will not be shared
- The next two slides provide viewable examples



Patient Chart: Redacted Medical Info

- Since the patient did not choose to share HIV-related information, her medical information regarding HIV infection is highlighted in red.
- This information highlighted in red is marked for redaction and will not be shared.

PROBLEMS									
Problem Name	Problem Code	Effective Dates	Problem Status						
Socaine Dependence 304.20 Alcohol Dependence 303.90		From: August 30, 2015 To:	Active						
		From: August 20, 2015 To:	Active						
HIV infection (symptomatic)	042	From: August 20, 2015 To:	Active						

Patient Chart: Redacted Medications

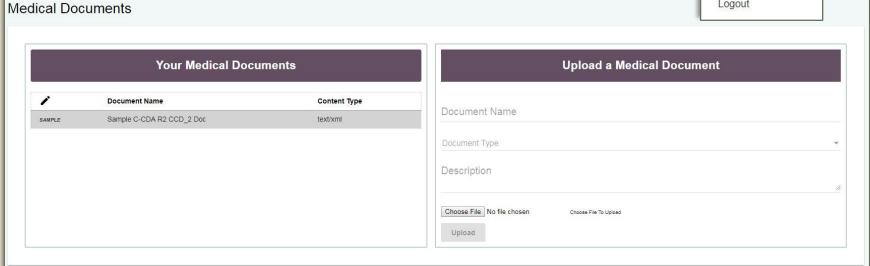
- Similarly, medications not associated with drug and alcohol abuse are also highlighted in red and will not be shared.
- However, medications associated with drug and alcohol abuse are not highlighted in red and will be shared.

MEDICATIONS											
RxNorm Code	Product	Generic Name	Brand Name	Dose	Form	Route	Frequency	Patient Instructions	Status	Date Started	
6779	Medication	Serentil		20 mg			b.id.		Active	August 20, 2014	
352393	Medication	Abilify		5 mg			q.d.		Active	August 20, 2014	
1819	Medication	Buprenorphine		20 mg			q.d.		Active	August 20, 2014	
281	Medication	Acyclovir		200 mg			q.d.		Active	August 20, 2014	
1											

Section 7: Medical Documents

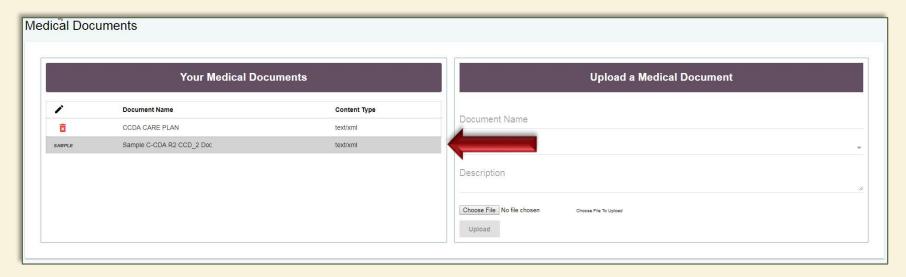
- Patients can upload medical documents such as C-CDA CCD, HITSP C32, and C-CDA Care Plan
- Log into Consent2Share as a patient, select the Main Menu, and Select Medical Documents from the menu list
- The Medical Documents page will display





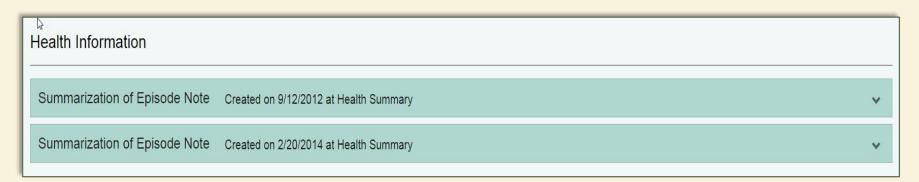
Medical Documents

- Select the Choose File link, select the medical document to be uploaded, and select Upload
- After uploading the document, it now appears in the Your Medical Documents column of the Medical Documents Page



Section 8: Health Information

- Patients can view their health information from the health information exchange (HIE)
- Once patients have has logged into Consent2Share as a patient, they can view their health information from the HIE
- Select the Main Menu and choose Health Information from the menu list
- The Health Information page opens with one or more record(s) displayed



View Health Information

- Click on the record to expand the specific record showing the patient's details for that record
- Clicking on Expand All expands all sections of the health record and clicking Collapse All collapses all sections



View Health Information

Each section can be expanded by clicking the header of the section

