

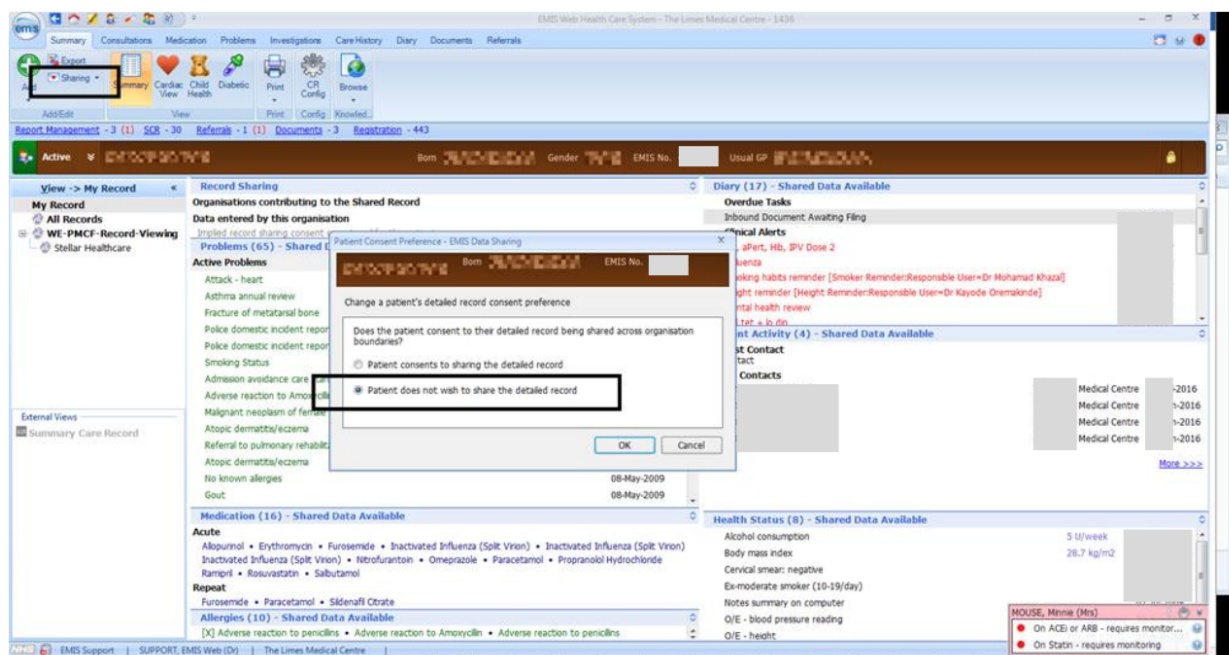
## Recording object to share through EMIS and SystmOne Instructions for practices

### EMIS practices:

Within EMIS patient consent is controlled via the sharing icon on the ribbon. The default position from an EMIS perspective is to share unless the patient has objected.

To register a patient's objection to sharing their record:

- Select, “**Sharing**” from the **Care History** tab, “**EMIS Sharing Consent**”<sup>1</sup>
- Choose “*Patient does **not** wish to share the detailed record*” radio button shown in the screen shot below
- This will set the patients preference and will add code 93C1 to the record



Should the patient change their mind and would like to cancel their objection to share:

- Use the same method as above to change the radio button to ‘*Patient consents to sharing the detailed care record*’.
- This will add the code 93C0 to the record.

<sup>1</sup> If “EMIS Sharing Consent” does not appear, this is likely to be an access rights issue on your Smartcard.

## TPP SystmOne:

If a patient has not previously confirmed a specific preference on sharing their record, the sharing setting for a record will be based on how the practice has configured the system overall.

To register an objection to sharing the record from SystmOne, open the patient's record and follow the below steps:

- From the menu bar select '**Patient -> Patient Maintenance -> Record Sharing**'.
- In the 'Sharing Out' section, select '**No – do not share any data recorded here**' and click '**OK**'.
- This will prevent *all* data from the GP record being shared out.

Should a patient change their mind and would like to cancel their objection:

- Use the same method as above and change the radio button to '**Yes – share data with other organisations**'.

Individual items can also be removed from a shared record within SystmOne, on an item-by-item basis, if desired by the patient. The rest of the record will still be shared, but these items will be visible only to the practice. This can be achieved by highlighting the items from within the Journal and then clicking on the sharing button and selecting '**Mark event as private**'

