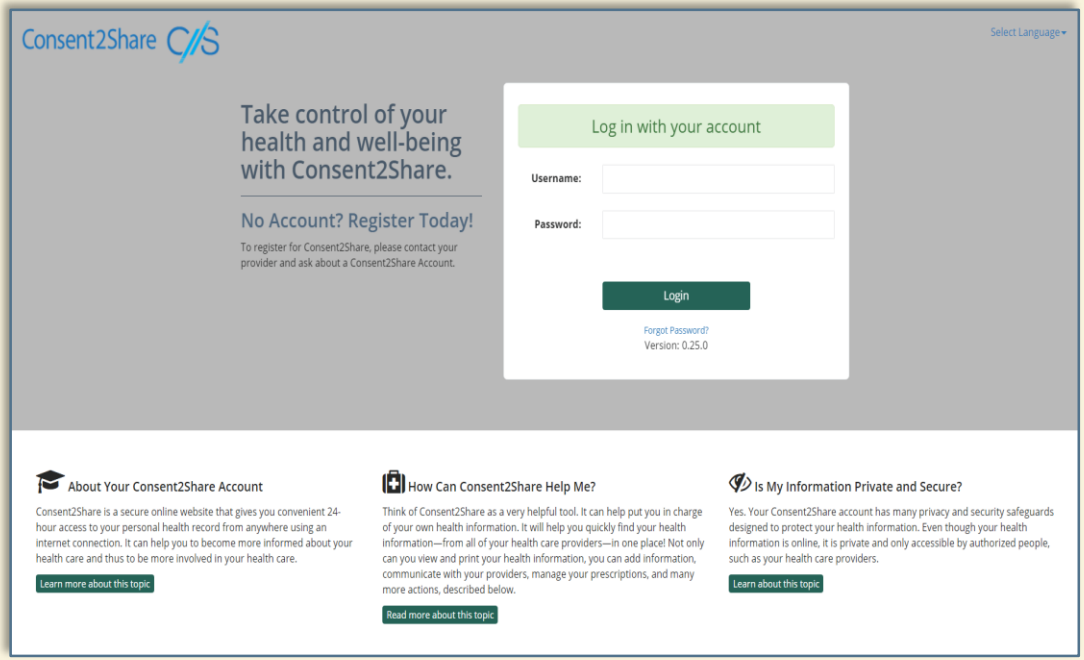
SAMHSA HealthIT | HEALTH INFORMATION TECHNOLOGY

Consent2Share V2.1.1 Patient User Guide



About Consent2Share

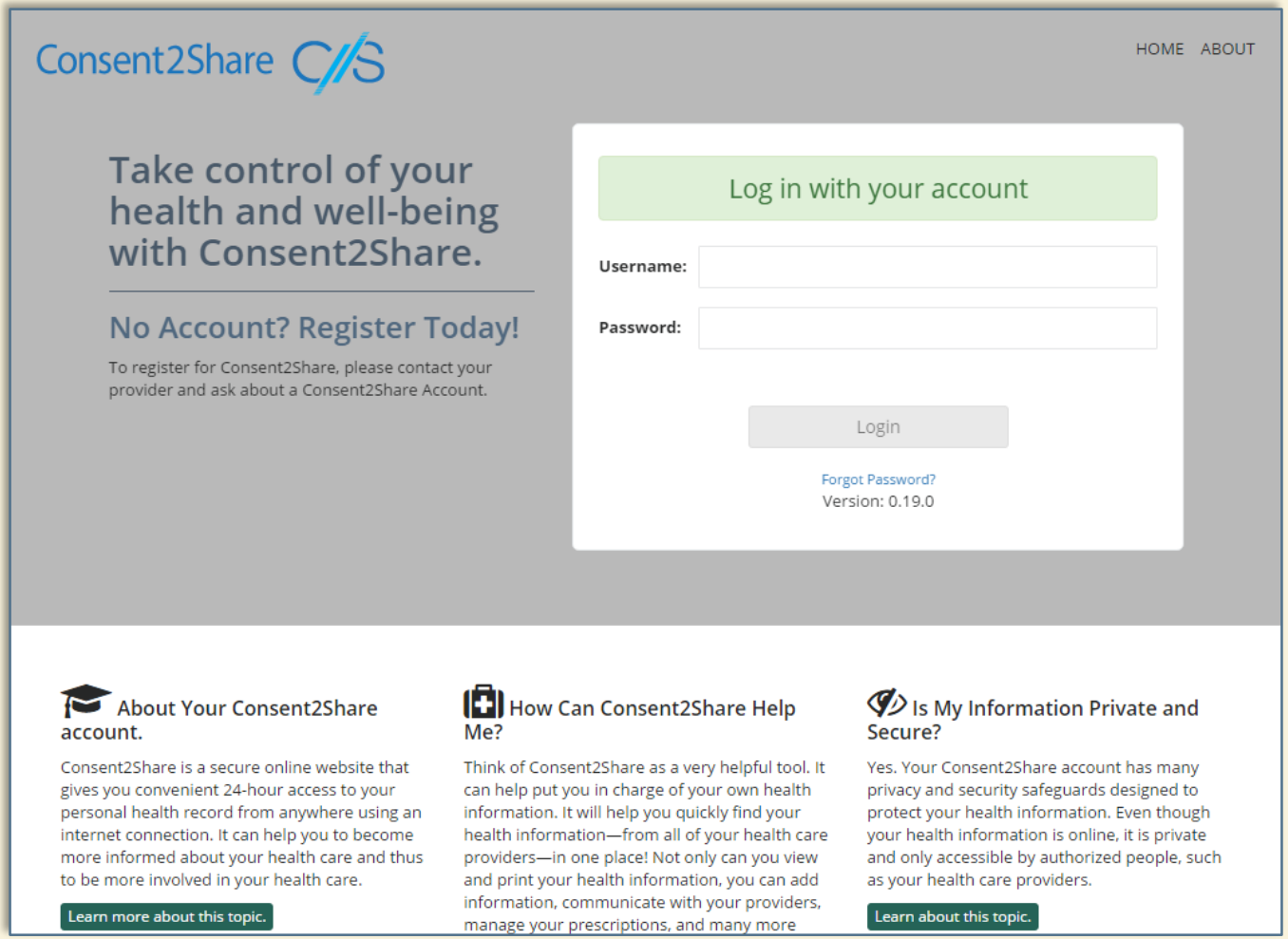
- A secure website that provides you with 24-hour access to your personal health record
- Accessible anywhere using an internet connection
- Puts you in charge of your own health information
- Allows you to share your health records with providers
- Allows you to choose what you wish to share and not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

About This Patient User Guide

This Patient User Guide will show you how to:

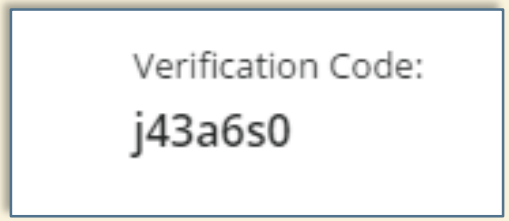
- Create and activate your Consent2Share account
- Add your providers to your account
- Select providers from whom to send your health data
- Select providers to whom you wish to send your health data
- Select the specific information you wish to share
- View the documents you have selected to share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

The Consent2Share Home Page



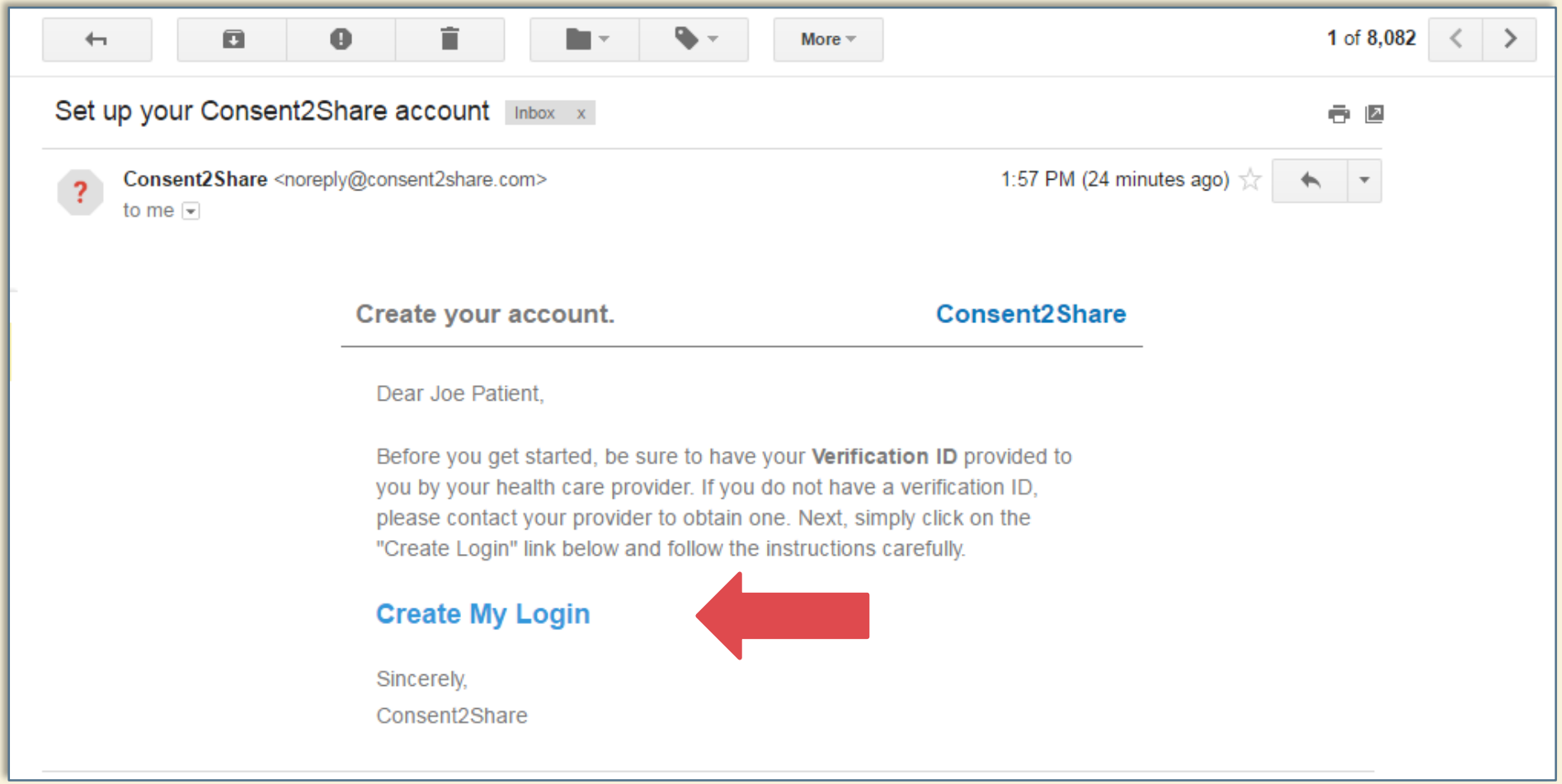
Creating a Consent2Share Account

- 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



Sample Verification Code

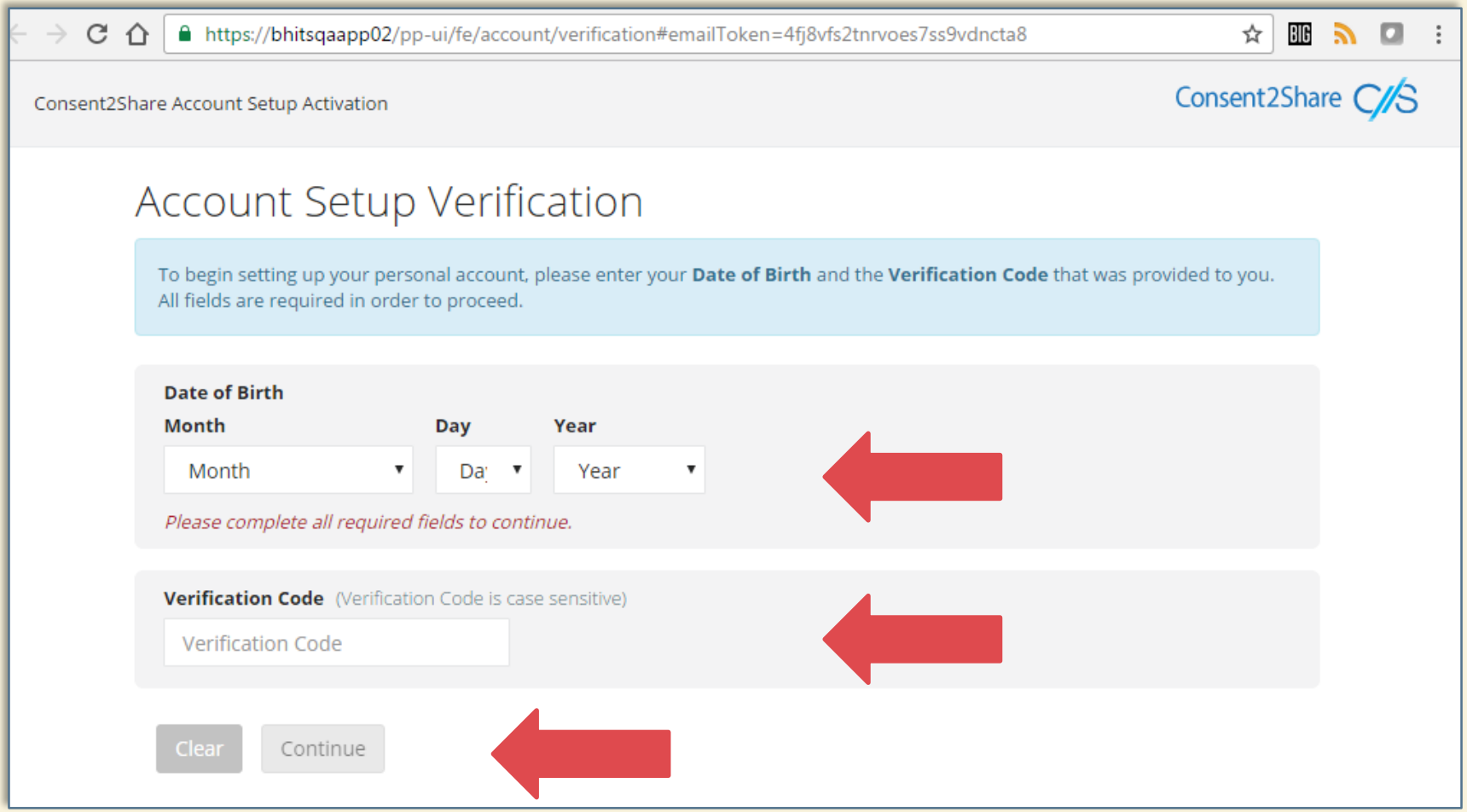
Activation Email: Click Create My Login



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

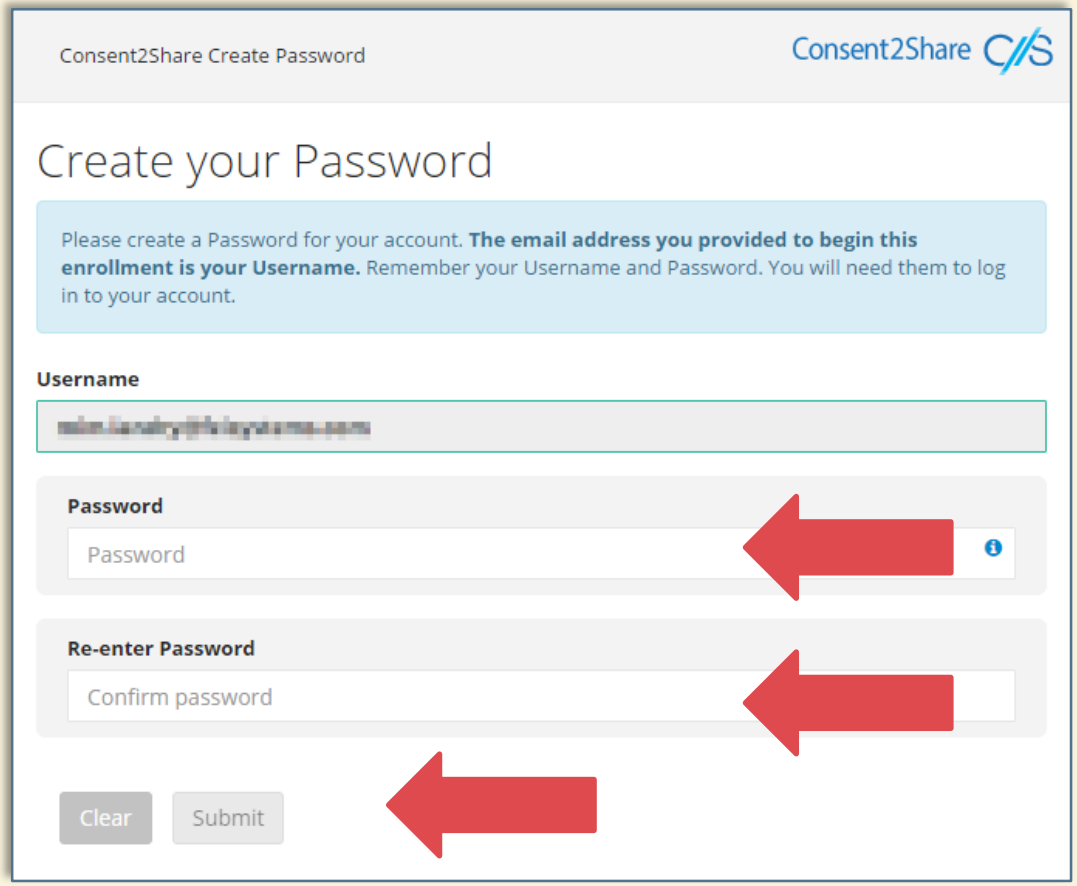
Enter Your Date of Birth & Verification Code, and Click the Continue Button



Create Your Password

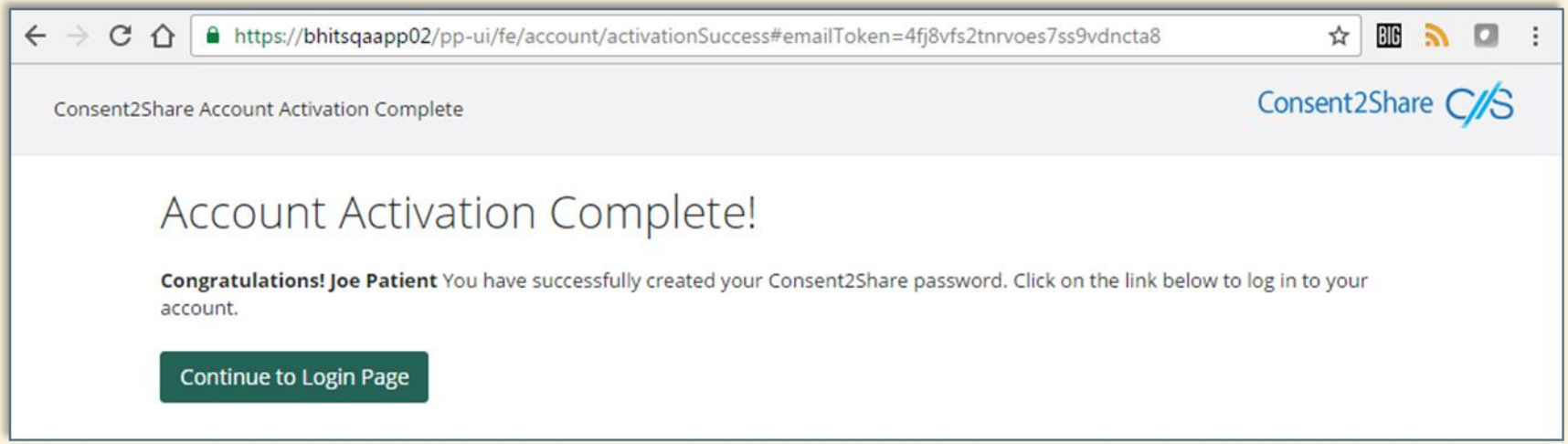
At the Create Your Password Page:

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

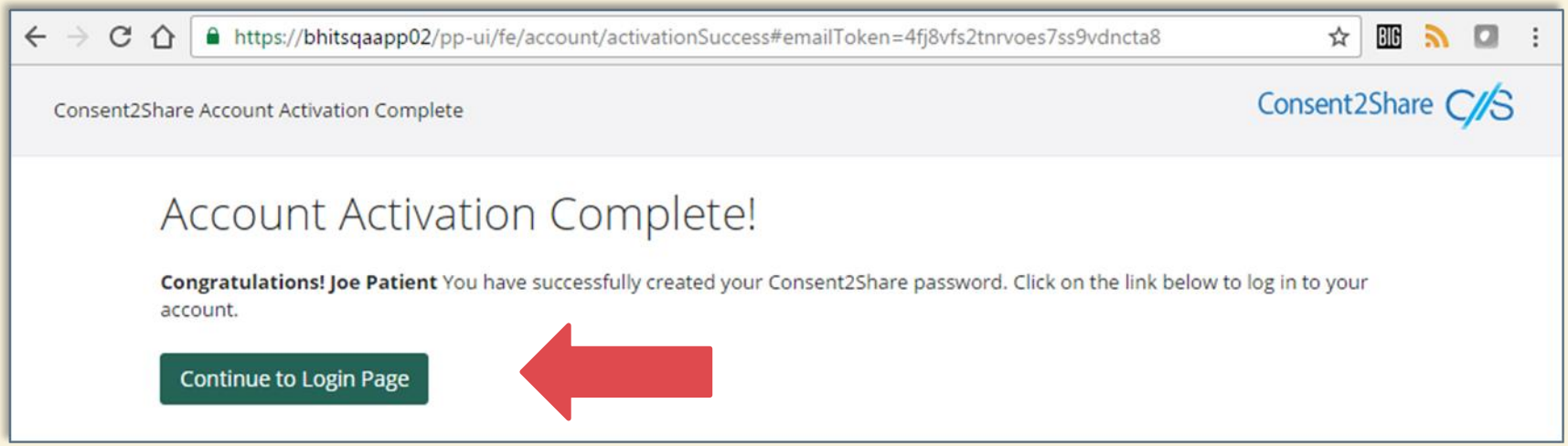


Account Activation Complete!

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

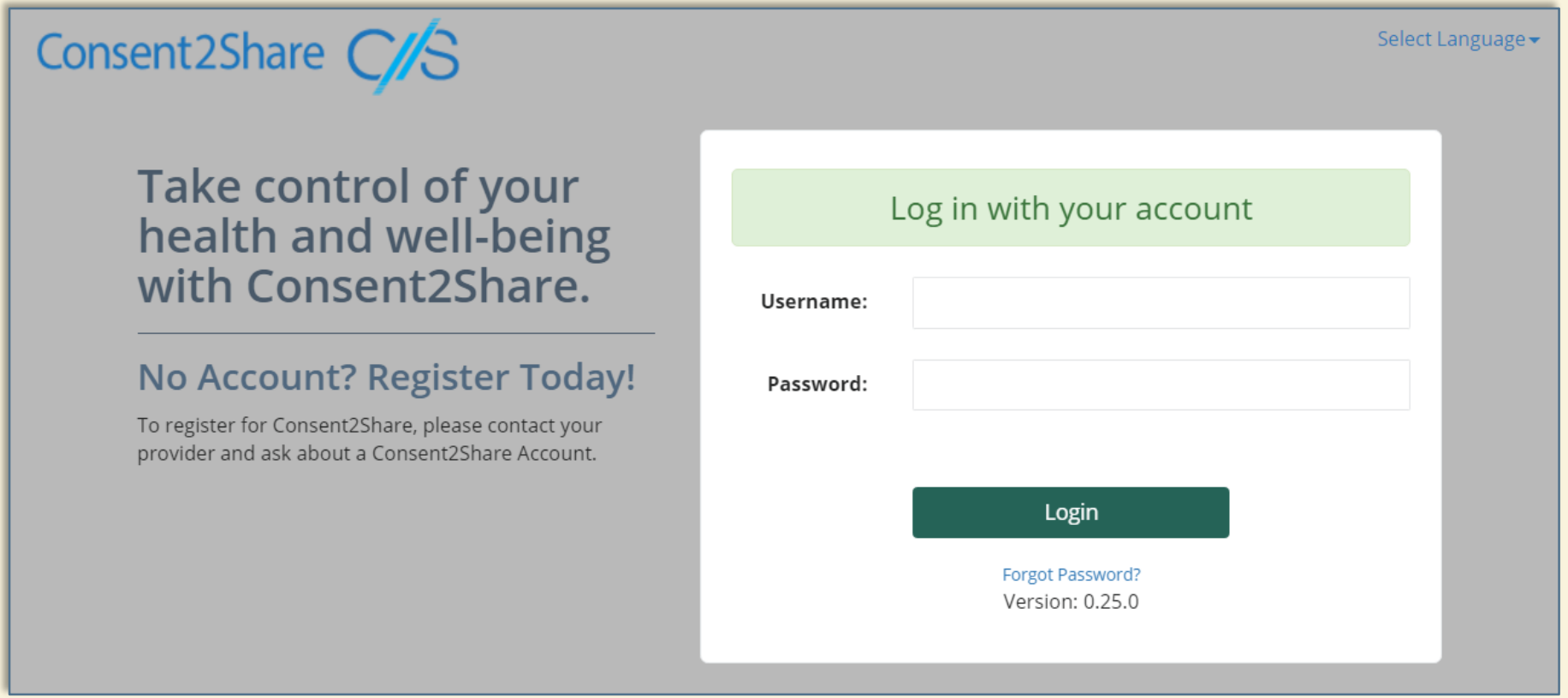


Click the Continue to Login Page Button



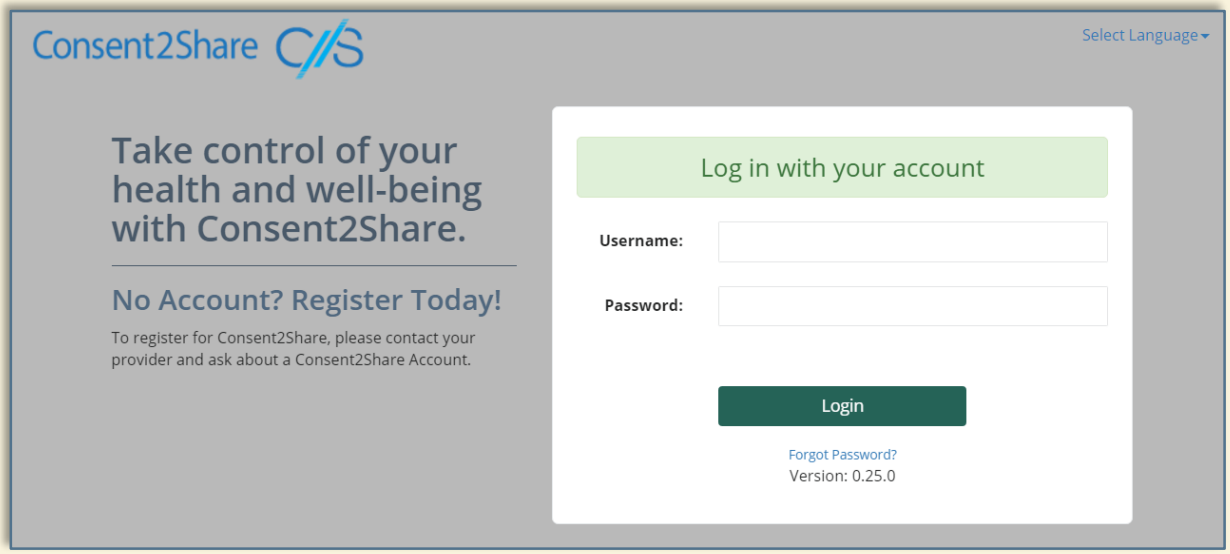
- Click the Continue to Login Page button
- You will be brought to the Consent2Share Login Page

The Consent2Share Login Page

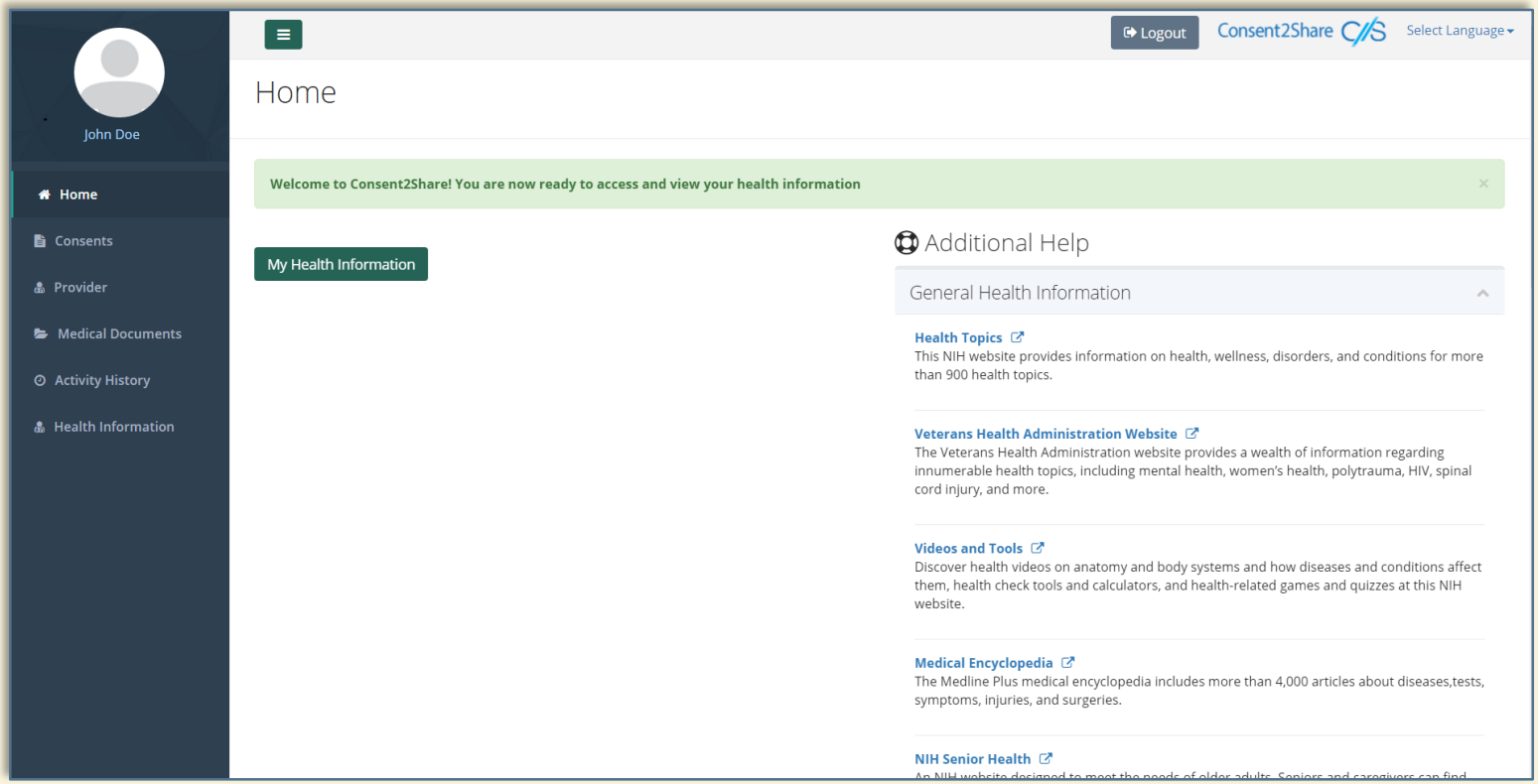


Enter Consent2Share

- At the Consent2Share home page:
  - ✓ Select the language of your choice (top right corner)
  - ✓ Enter your Username and Password
  - ✓ Click the Login button



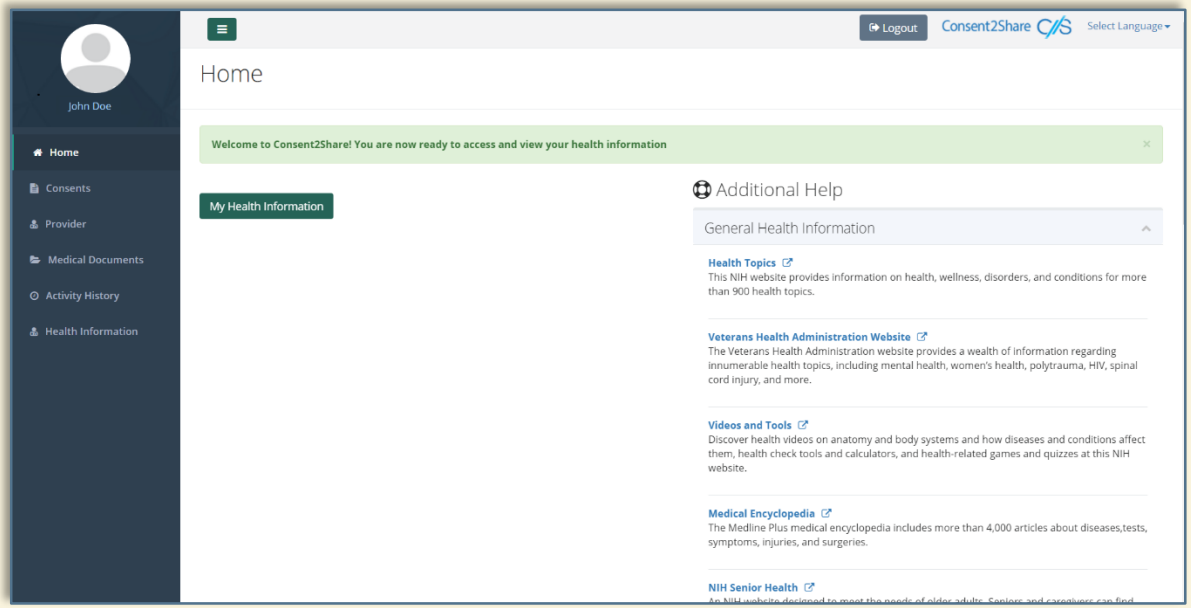
Your Consent2Share Home Page



Your Consent2Share Home Page

Your Home Page has links to:

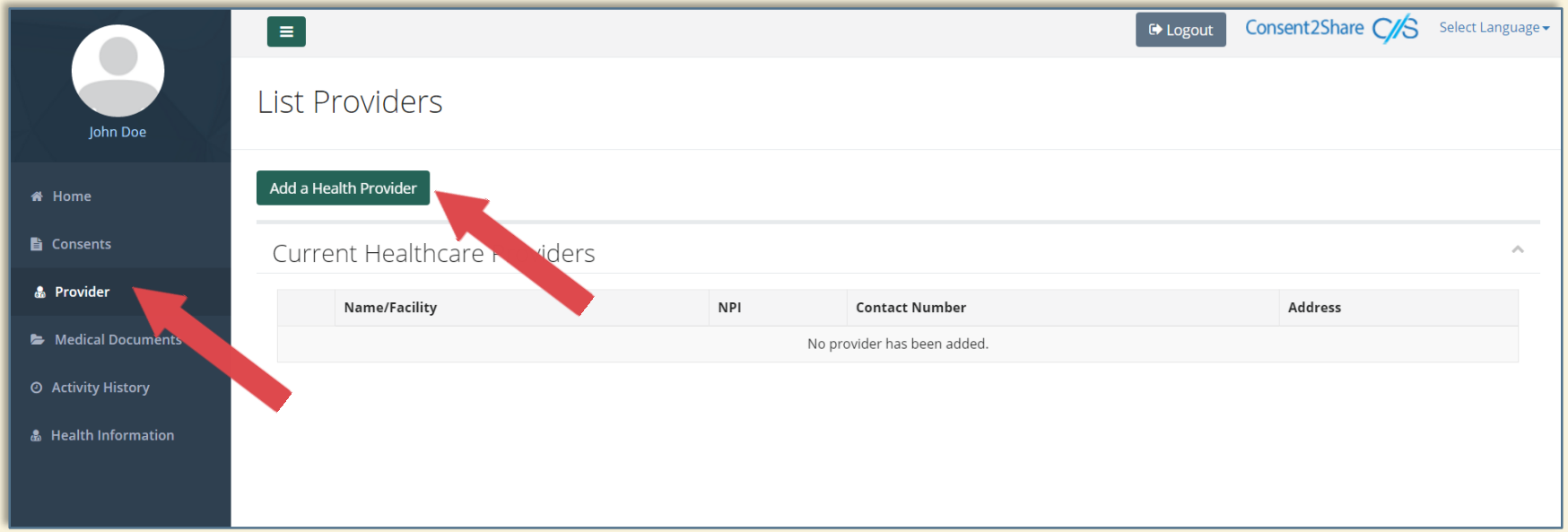
- Consents
- Providers
- Medical Documents
- Activity History
- Health Information
- General Health Information



Add Your Providers

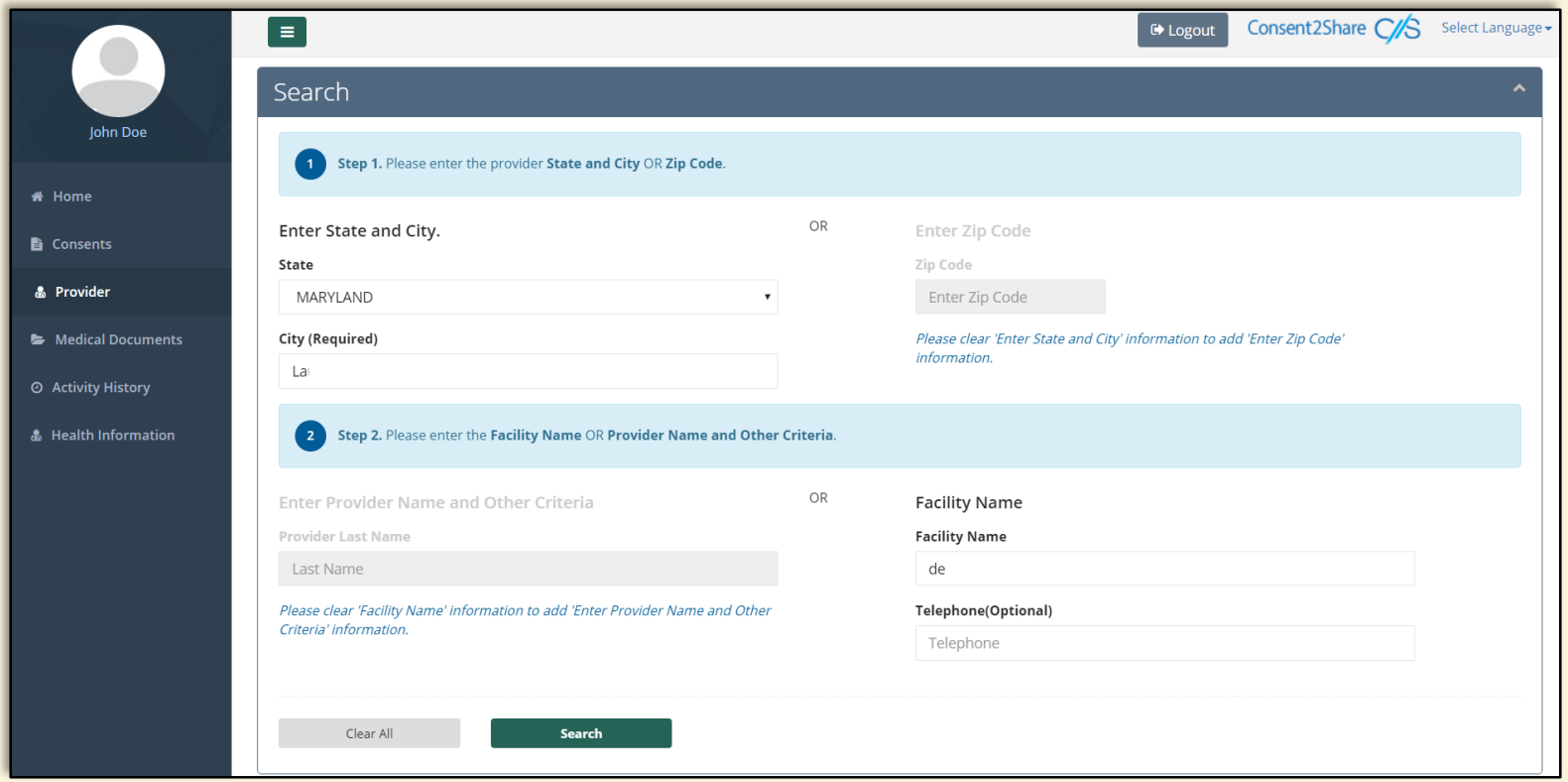
- You will likely have multiple health care providers
- These can include primary care, mental health, addiction treatment, and specialty providers such as dermatologists
- Consent2Share enables you to share all or part of your health information with your providers
- Thus, a first step is to add providers 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

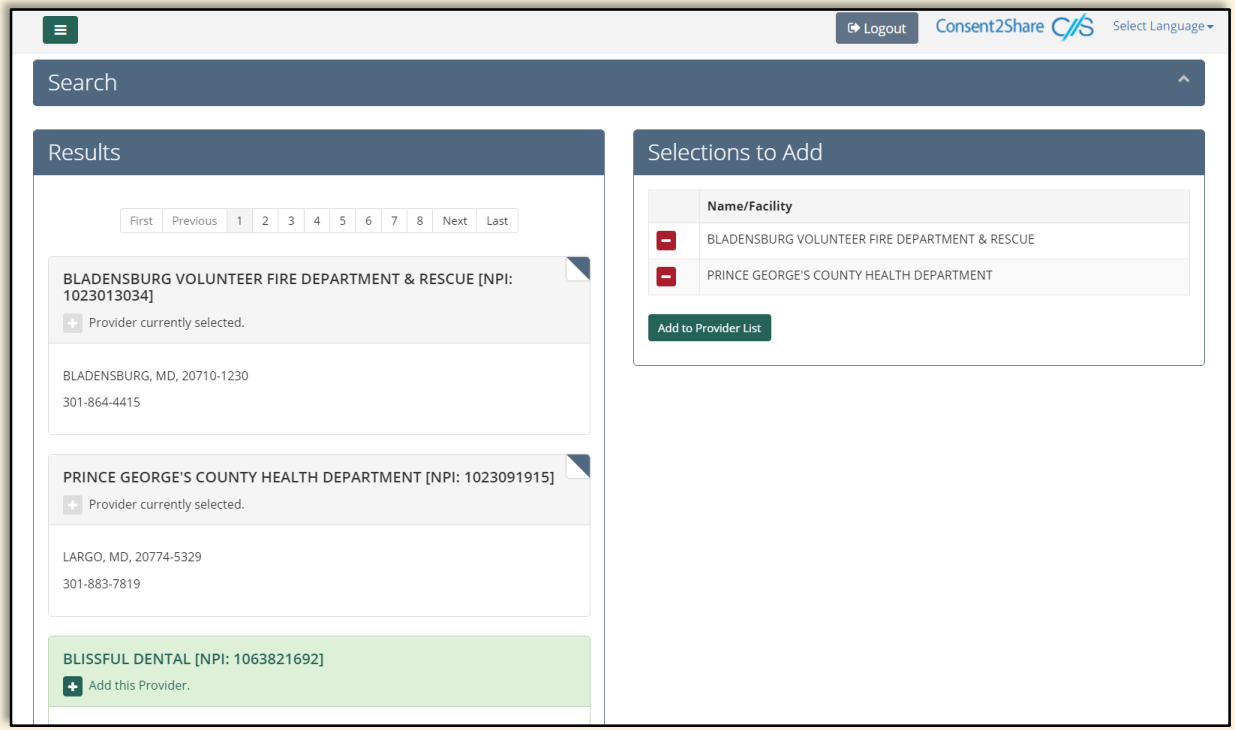
Search for the First Provider



- On the Providers page, search for your provider

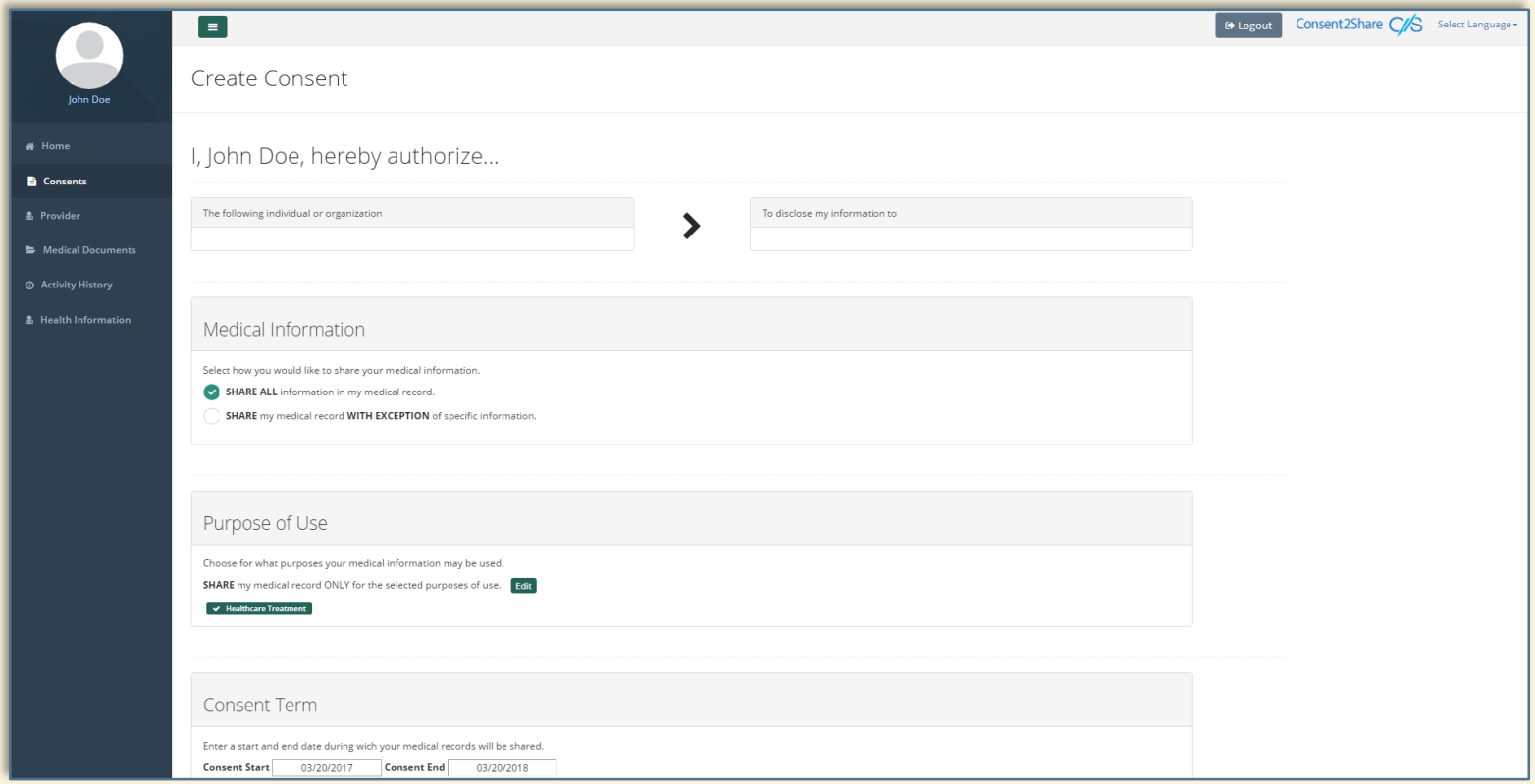
Select Desired Providers from the List

- 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



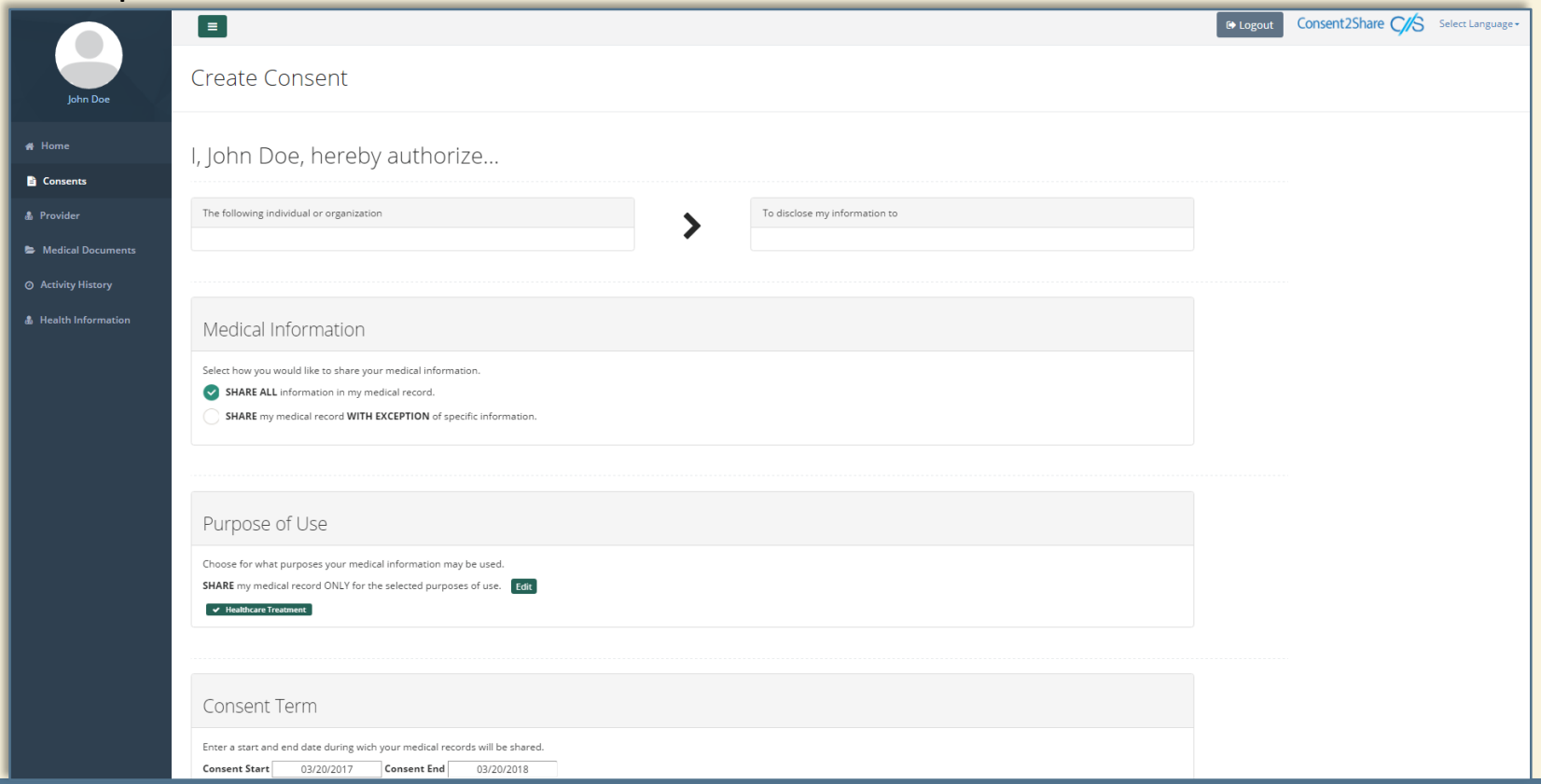
Consent, Sharing Data, and Time Limits

On the Create Consent page:

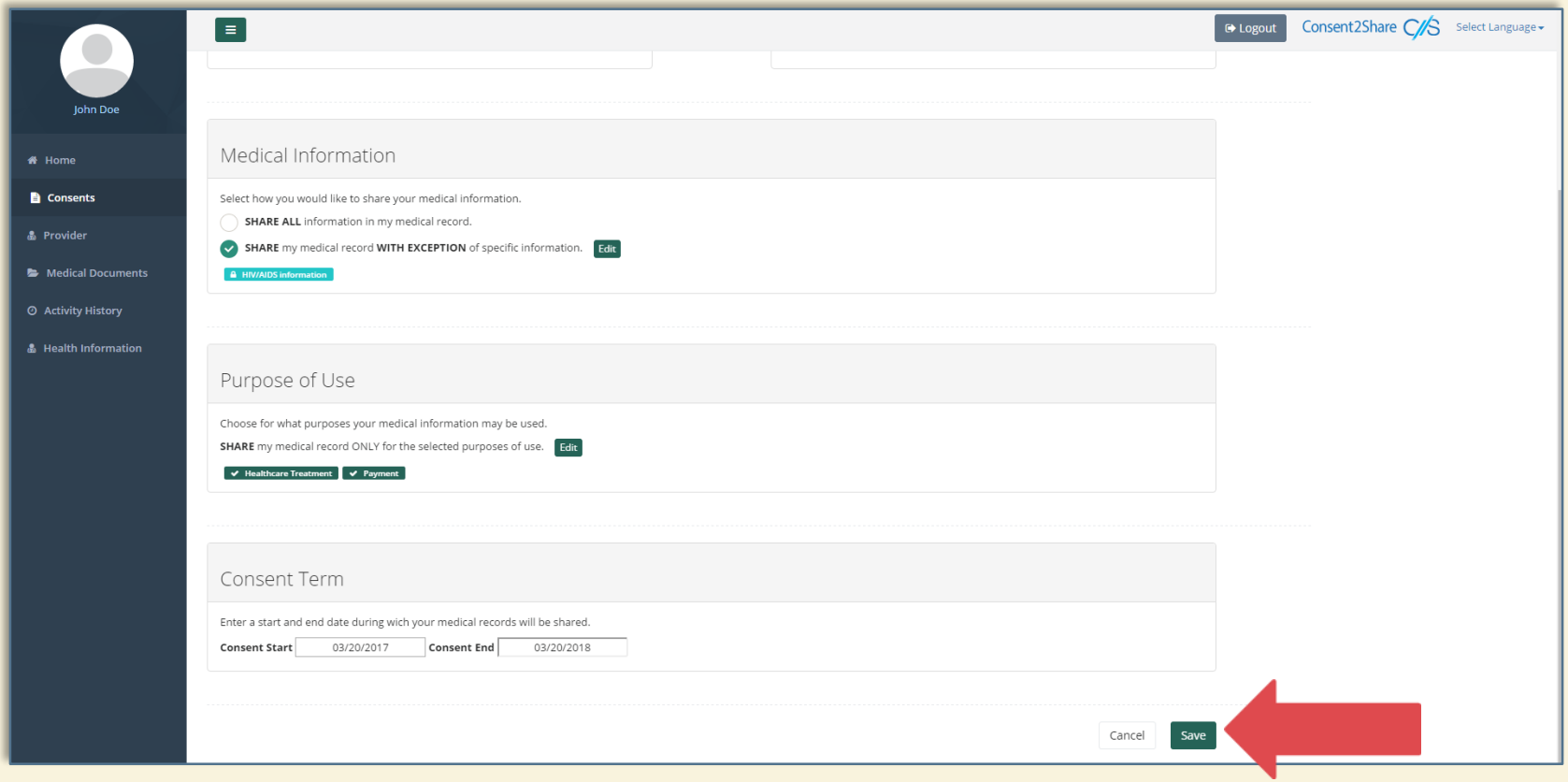
- You can choose to share all or parts of your health records
- You can choose the reason for sharing your health records
- You can also decide how long you would like your records to be shared with this provider
- The following page illustrates how to make these choices

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.

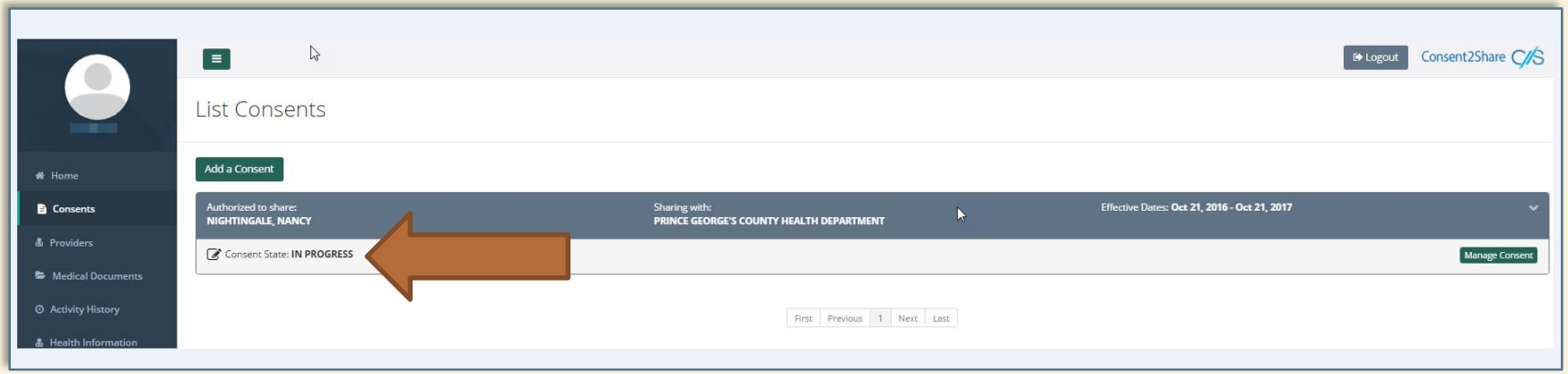


Save Consent



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

List Consents Page

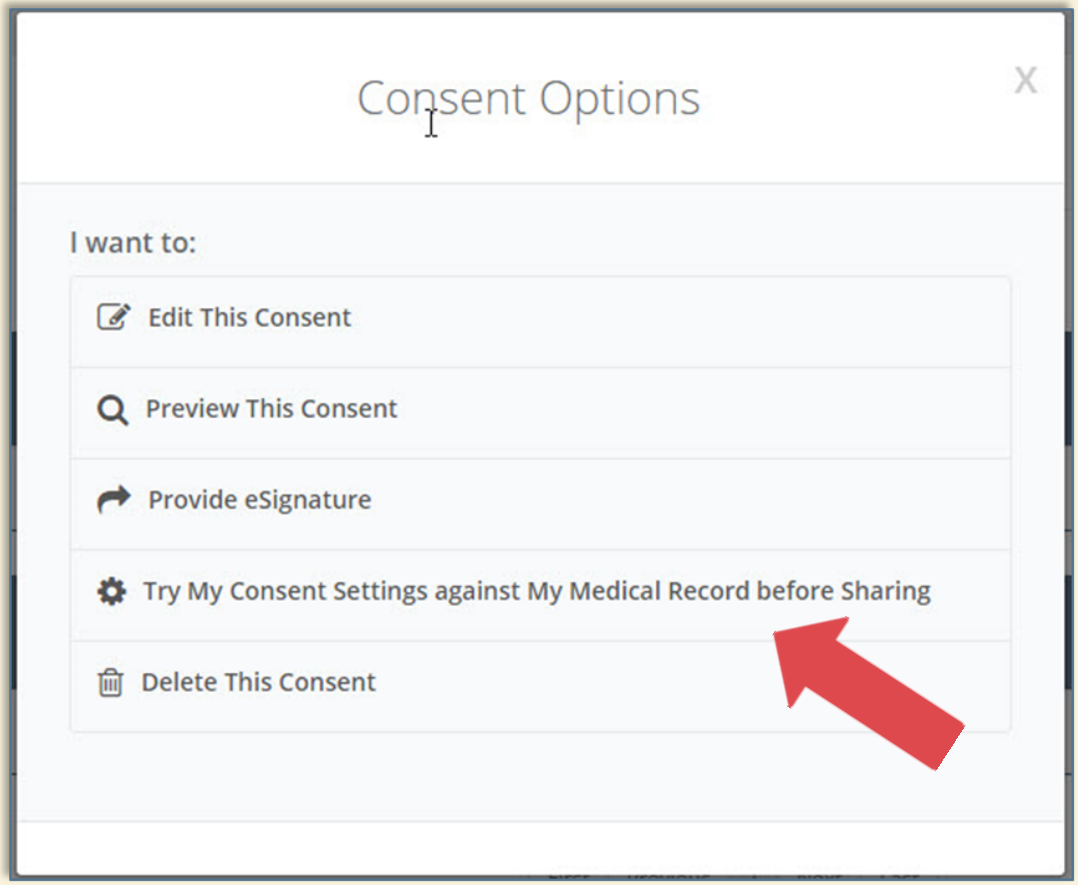


- This page shows the status of all the consents created
- Clicking on the green Manage Consents button opens up pop-up window to help you manage your consent

Try My Policy

- Consent2Share has a feature called Try My Policy
- This allows you to review your health record before you share it with your providers
- It shows the information you have chosen to share or not share
- To use Try My Policy, click the Consents menu from the navigation bar
- Click on Manage Consent, which opens the Consent Options pop-up window
- Select Try My Consent Policies Against My Medical Record Before Sharing
- The screenshots of the steps described above are shown in the following pages

Try My Consent Option



Apply My Record

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

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 highlight the information that you have chosen NOT to share in red as shown in the next page

Try My Policy Results

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.

MEDICATIONS

Date	Prescription	Directions	Status	Indications	Fill Instructions
2/12/2016	Methadone 1mg/ml SF	3 doses, 40 ml	Active	Opioid Abuse Disorder	Packaged doses
2/12/2016	Albuterol 0.09 MG/ACTUAT inhalant solution	0.09 MG/ACTUAT inhalant solution, 2 puffs once	Active	Asthma	Generic Substitition Allowed
2/15/2016	Methadone 1mg/ml SF	2 doses, 40 ml	Active	Opioid Abuse Disorder	Packaged doses
2/17/2016	Methadone 1mg/ml SF	3 doses, 40 ml	Active	Opioid Abuse Disorder	Packaged doses
2/29/2016	Methadone 1mg/ml SF	3 doses, 40 ml	Active	Opioid Abuse Disorder	Packaged doses
3/03/2016	Methadone 1mg/ml SF	3 doses, 40 ml	Active	Opioid Abuse Disorder	Packaged doses
3/03/2016	Bupropion Hydrochloride 100 MG [Wellbutrin] Tablets	30 doses, 100 mg tablets	Active	Depressive Disorder	Generic Substitition Allowed

HOSPITAL DISCHARGE MEDICATIONS

Medication	Directions	Start Date	Status	Indications	Fill Instructions
120 ACTUAT Fluticasone propionate 0.11 MG/ACTUAT Metered Dose Inhaler	0.11 MG/ACTUAT Metered Dose Once Daily	20120813	Active	Bronchitis (32398004 SNOMED CT)	Generic Substitition Allowed

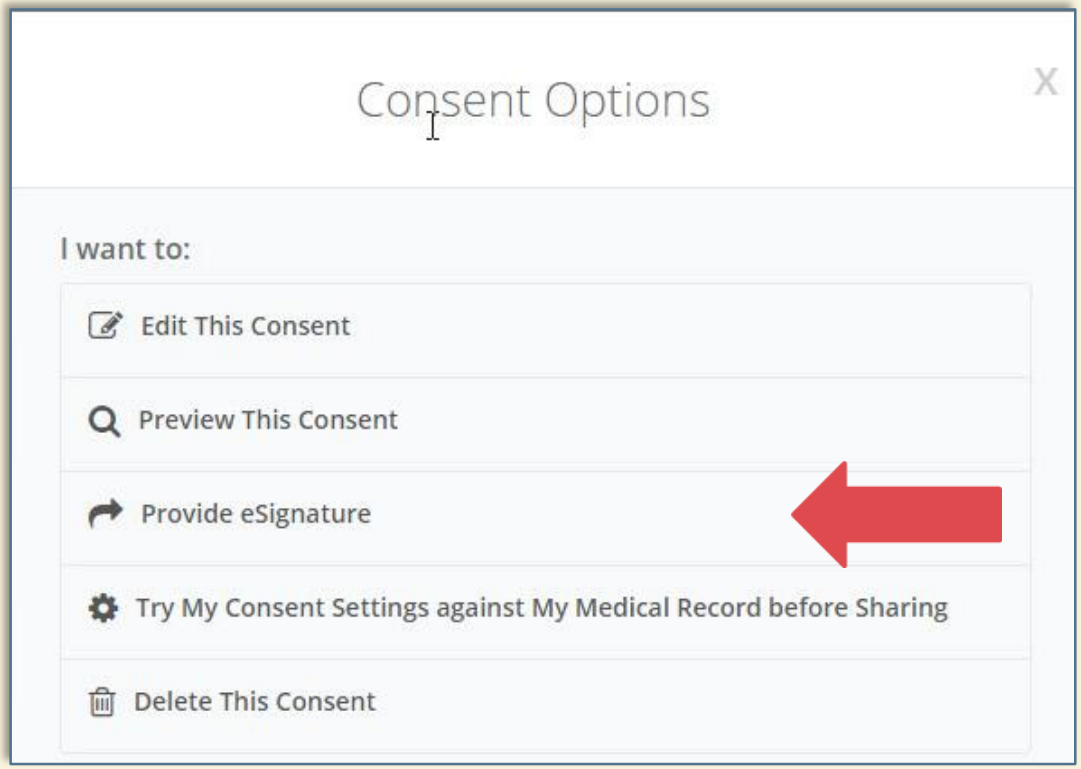
ALLERGIES, ADVERSE REACTIONS, ALERTS

Substance	Reaction	Severity	Status
Penicillin G benzathine	Hives	Moderate to severe	Inactive
Codeine	Shortness of Breath	Moderate	Active
Aspirin	Hives	Mild to moderate	Active

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

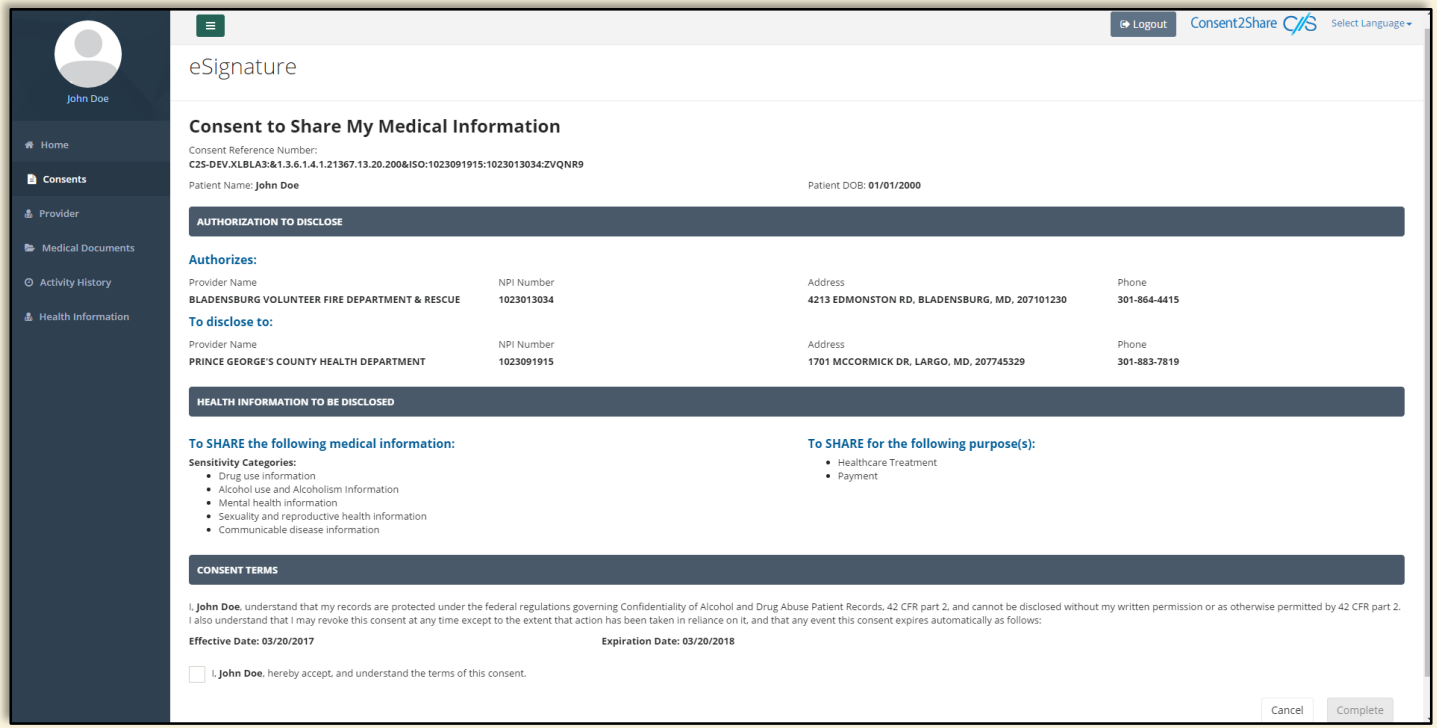
Choose eSignature Option



- 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

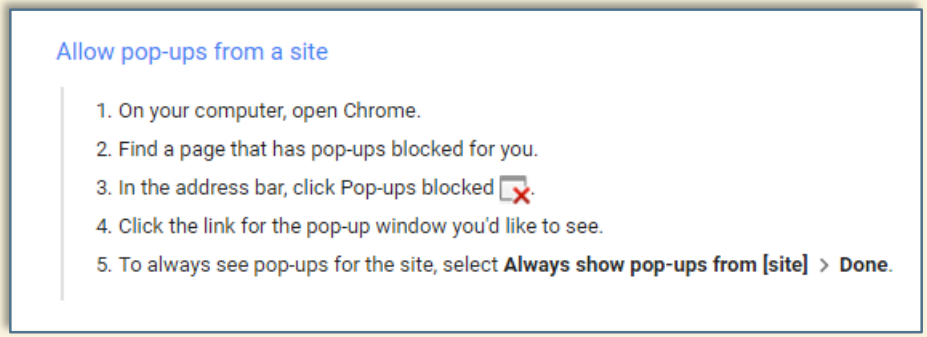
Before Providing eSignature

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



Enable Pop-up (If Needed)

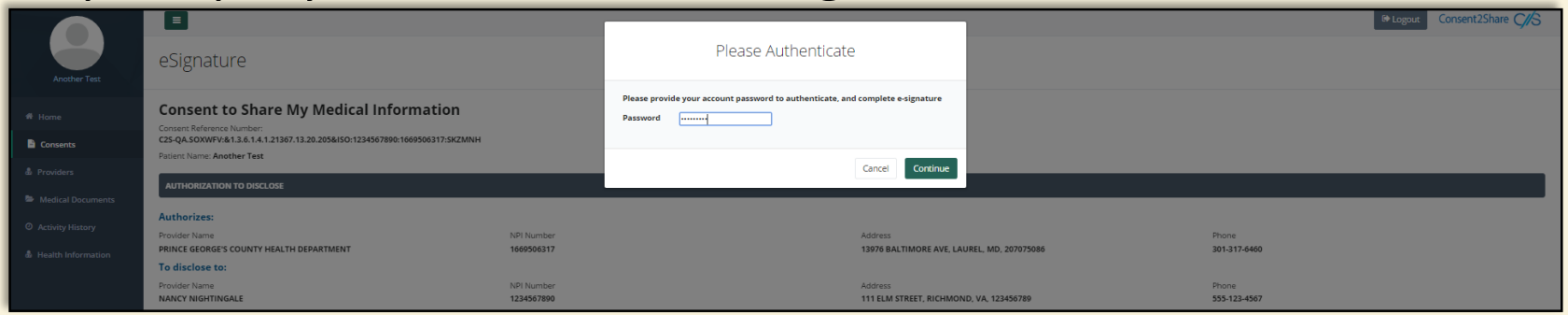
- You may receive a pop-up blocker message at this point
- This message is informing you that you need to disable pop-up blockers for this website
- If you receive a pop-up blocker, use your browser's approach to disable the blocker and enable the pop-up window
- Below are instructions for the Google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



Consent to Share My Medical Info

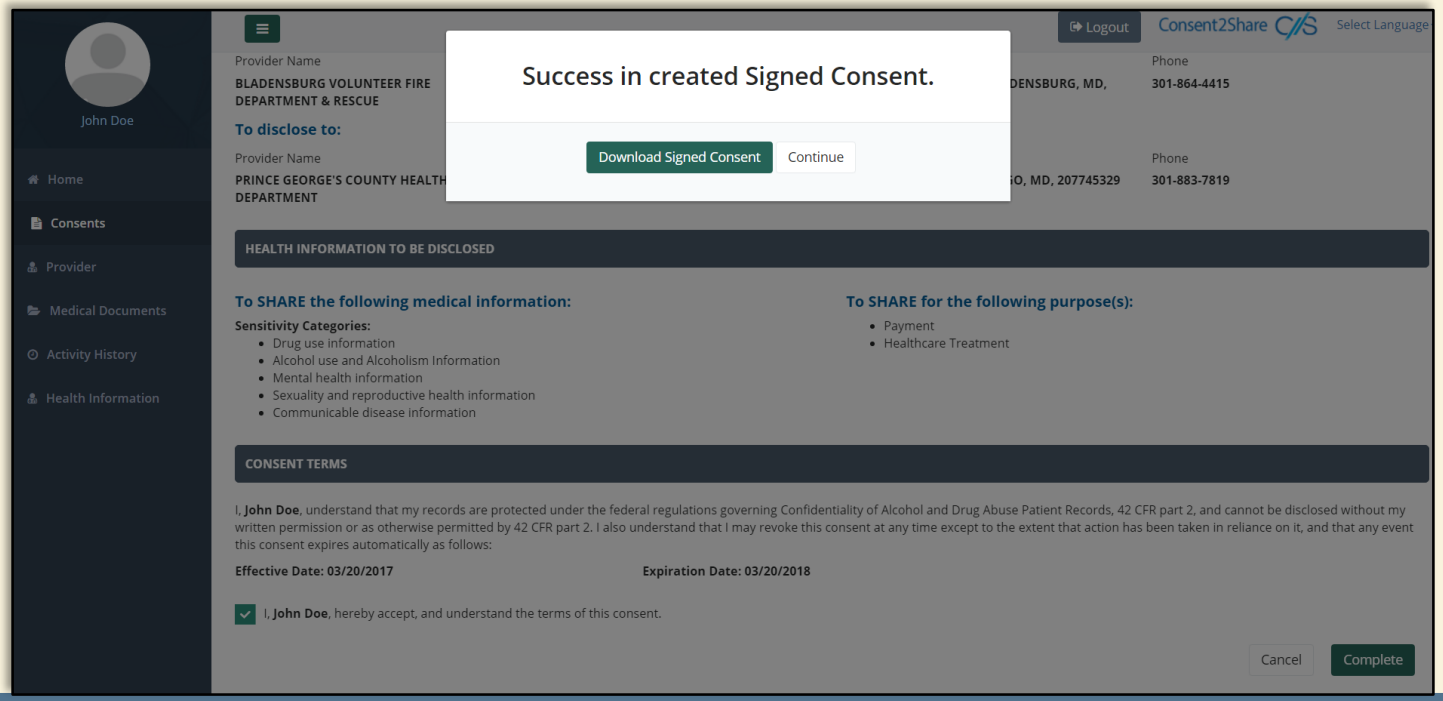
- Check the Consent Terms box to provide consent

- It prompts you to authenticate again



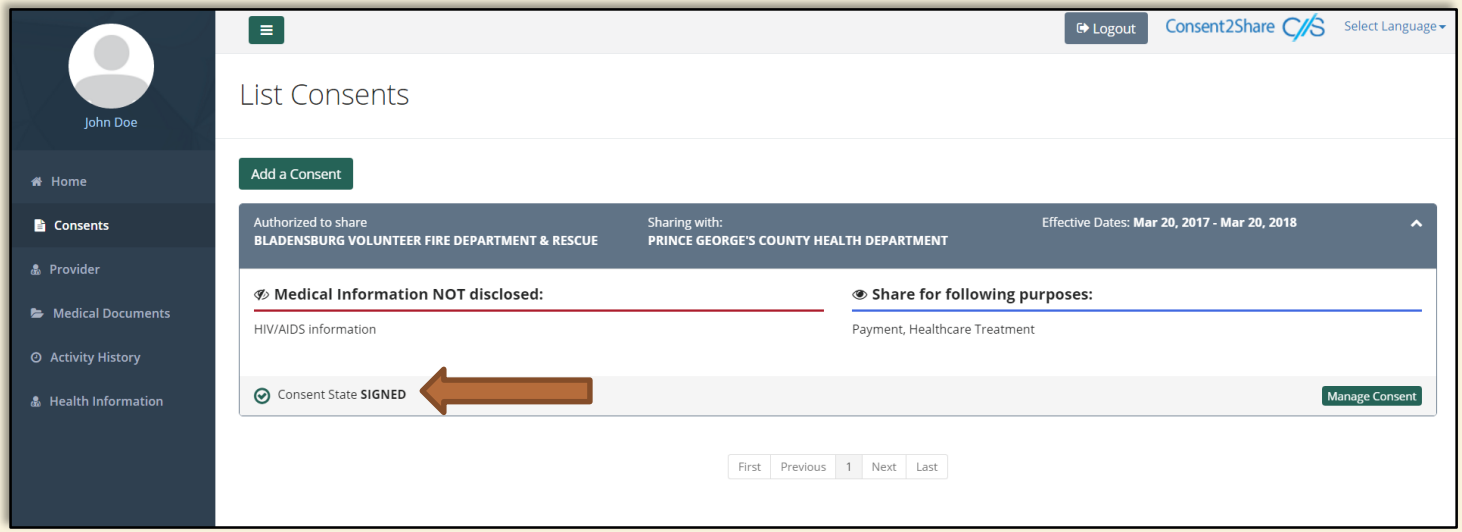
Create a Consent by Providing eSignature

- 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.



Consent to Share My Medical Info

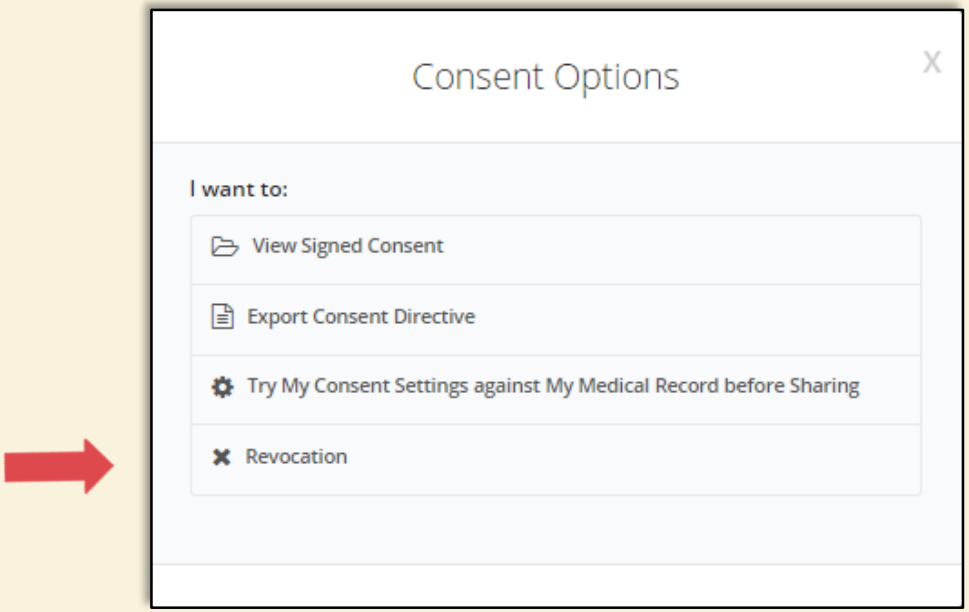
- Once you have electronically signed the consent, you will receive a pop-up consent success notice



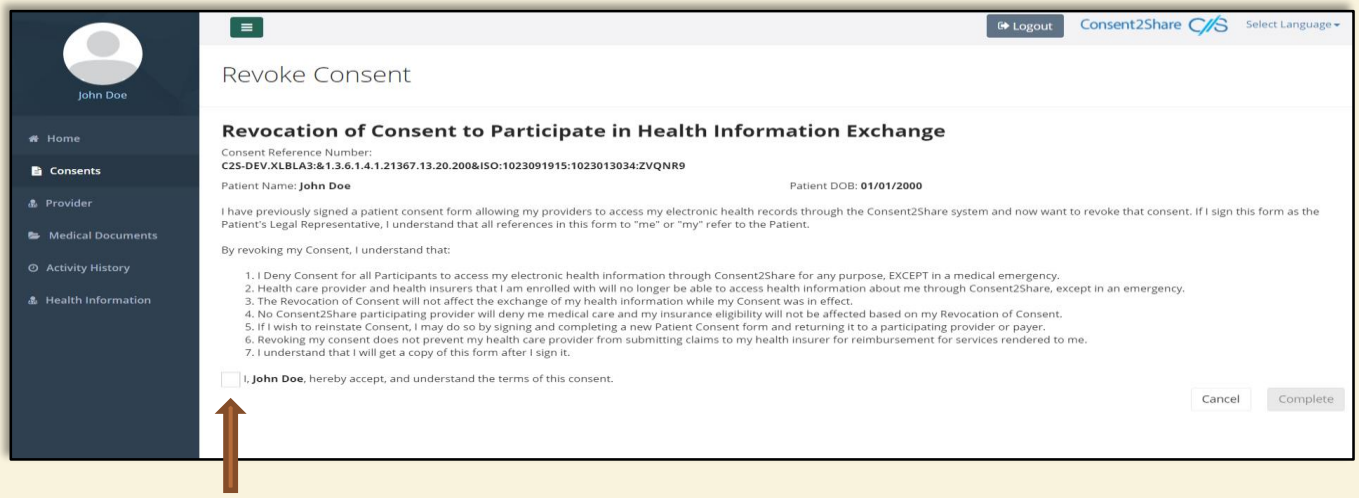
- You can download the attested consent by clicking on Mange Consent and then selecting View Signed Consent
- It will be a PDF file that you can save on your computer
- Your providers can view the information you have chosen to share through Consent2Share

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

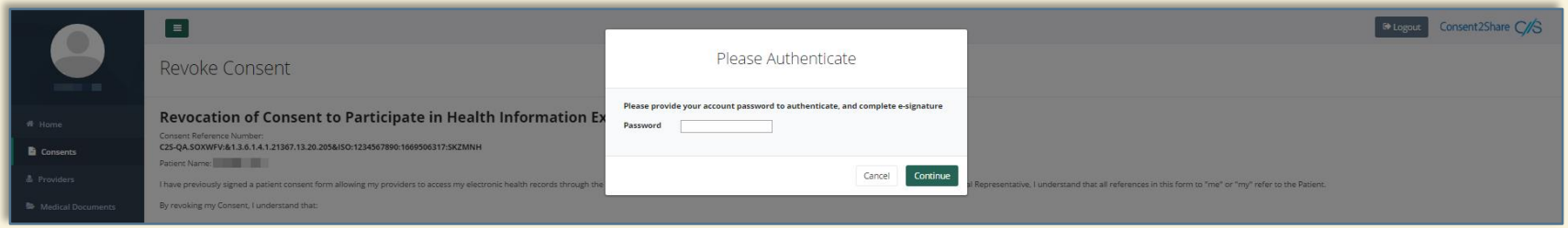


Sign Consent Revocation



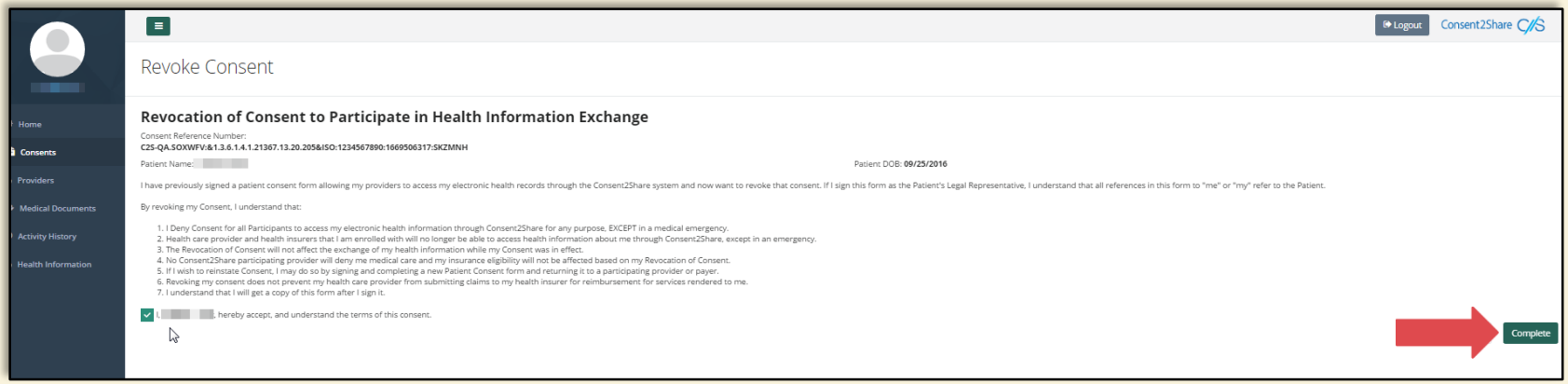
- After you select Revocation, a Revoke Consent page will open
- To revoke your consent, click the attestation check box as shown

Enter Password to Authenticate



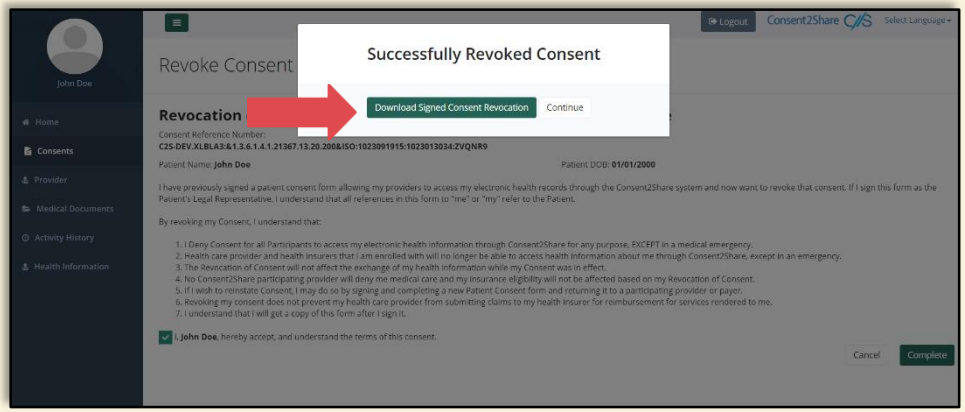
- After you click the check box on the Revoke Consent page, authenticate by entering your account password and click the Complete button

Complete Revocation Process



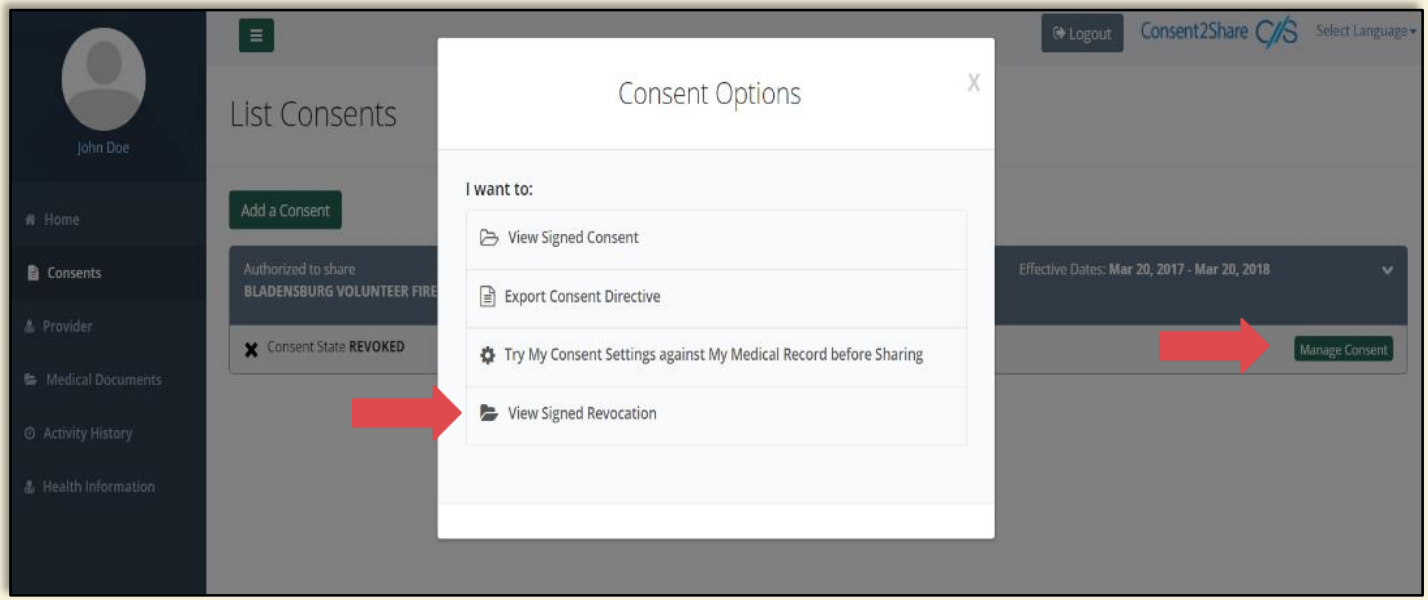
- After you enter your password, the Complete button will turn green
- Click the green Complete button and your consent will be revoked

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