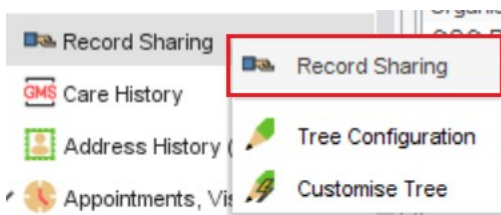


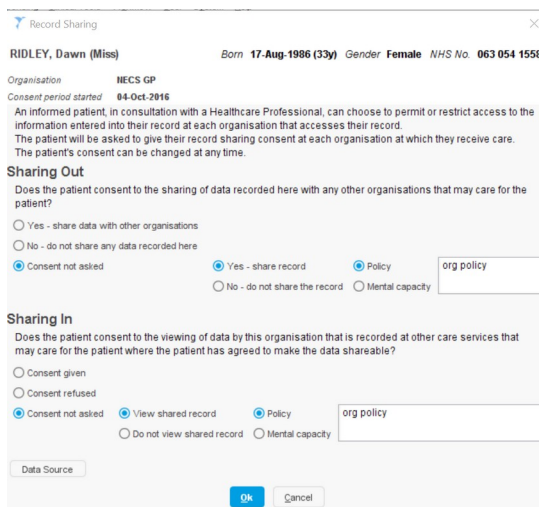
## NECS Clinical Systems Specialist Team

# Record Sharing and Marking an Entry as Private Sharing Records

1. Retrieve the patient record
2. Click the **administrative tree** and right click on **Record Share**
3. Select **Record Sharing**



4. The Record Sharing Dialog will display

A screenshot of a 'Record Sharing' dialog box. At the top, it identifies the patient as RIDLEY, Dawn (Miss), born 17-Aug-1986 (33y), female, with NHS No. 063 054 1558. The organization is listed as IECS GP, with a consent period starting on 04-Oct-2016. A paragraph explains that an informed patient can choose to permit or restrict access to their record. The dialog is divided into two sections: 'Sharing Out' and 'Sharing In'. Under 'Sharing Out', there are radio buttons for 'Yes - share data with other organisations', 'No - do not share any data recorded here', and 'Consent not asked'. The 'Policy' option is selected, and a text box contains 'org policy'. Under 'Sharing In', there are radio buttons for 'Consent given', 'Consent refused', and 'Consent not asked'. The 'View shared record' and 'Policy' options are selected, with the 'Policy' text box also containing 'org policy'. At the bottom, there is a 'Data Source' field and 'Ok' and 'Cancel' buttons.

To record a patient's sharing preferences you will need to specify the **sharing in and sharing out** options with the organisation Policy, if required.

5. Click **Ok** when complete
6. Save the record to keep the changes.

## Changing the Privacy Level

1. Retrieve the patient record.
2. Click the **New/Tabbed Journal** from the clinical tree.

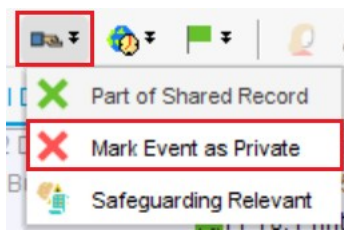
3. Ensure all entries are displayed in the Journal. If custom filter is displayed, click the **'Full Funnel'** or the **'Everything'** filter



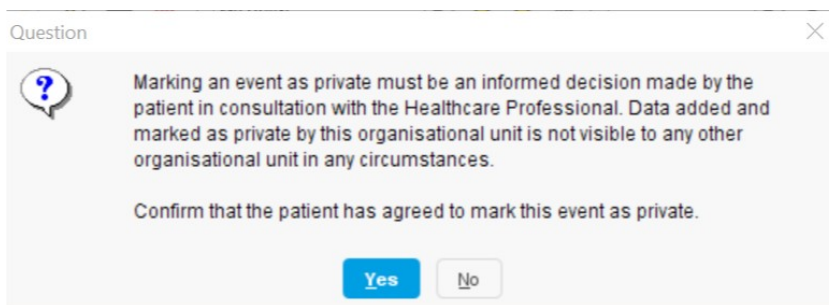
4. To select a consultation, **click on the date** to highlight the whole entry



5. Click the **change visibility** icon and select **'Mark Event as Private'**.



6. Click **Yes** to the question, confirming that the patient is aware of the change.



The consultation will now display a **flag** indicating that the entry has been excluded from the shared record.

