

## EMIS Web: Data Sharing Manager

Use this training handout to help you to use Data Sharing Manager to view, activate and deactivate sharing agreements.

### Using sharing agreements

You need to use sharing agreements in order to enable your organisation to:

- Share your data with other organisations.
- View data belonging to other organisations.

Each organisation using a sharing agreement needs to activate it, in order to share and view data.

**Note:** Access to shared data is determined by the job categories listed in the sharing ruleset, which is designed by the organisation.

To use sharing agreements, you must have the appropriate Role Based Access Control (RBAC) activities in your role profile:

- B0264 Access CSA (Perform Patient Trace), to perform cross-organisation searches using Patient Find and match patients across organisations in Registration.
- B0109 Local Restricted System Administration, to activate and deactivate sharing agreements.
- B0020 Control Consent Status, to change the value of the national flags indicating a patient's preferences for restricting viewing of their Summary Care Record and detailed records.

**Note:** This activity must only be granted to users who can explain to patients the consequences of these choices. This activity controls access to sensitive personal data, which includes clinical and administrative information, i.e. it does not apply to demographic data.



**Note:** An alert is displayed when you view shared data that was streamed more than 24 hours ago.



Example shared patient streaming alert

## Access Data Sharing Manager

To access Data Sharing Manager, do one of the following:

- Click , point to **Configuration**, and then click **Data Sharing Manager**.
- If you have customised the quick access toolbar, click .
- If you are already in the Configuration module, click the **Data Sharing Manager** tab at the top of the screen.
- On the EMIS Web homepage, click the link, if configured.

**Note:** The Data Sharing Manager option is *not* available if you do not have any agreements in place.

## Activate a sharing agreement

1. Access Data Sharing Manager.
2. If required, on the Data Sharing Manager ribbon, click **My Agreements**.
3. At the bottom of the navigation pane, click the tab for the appropriate agreement type (**Care Record or Reporting**).

Existing agreements of the selected type are listed in the navigation pane, with a green tick beside active agreements and a red cross beside agreements that have been created, but not yet activated:



*Agreements list in navigation pane for care record sharing agreements*

4. In the appropriate section in the navigation pane, click the agreement you want to activate:
  - For care record agreements, the section is called Sharing my Care Record.
  - For reporting agreements, the section is called External Organisations Reporting on my Data.

Details of the agreement are displayed in the right-hand pane.

5. On the Data Sharing Manager ribbon, click **Activate Agreement**.

The agreement is activated for your organisation (i.e. other organisations can view your data). However, you *cannot* view information from other organisations until they also activate the agreement.

## Deactivate a sharing agreement

1. Access Data Sharing Manager.
2. If required, on the Data Sharing Manager ribbon, click **My Agreements**.
3. At the bottom of the navigation pane, click the tab for the appropriate agreement type (**Care Record or Reporting**).

Existing agreements of the selected type are listed in the navigation pane.

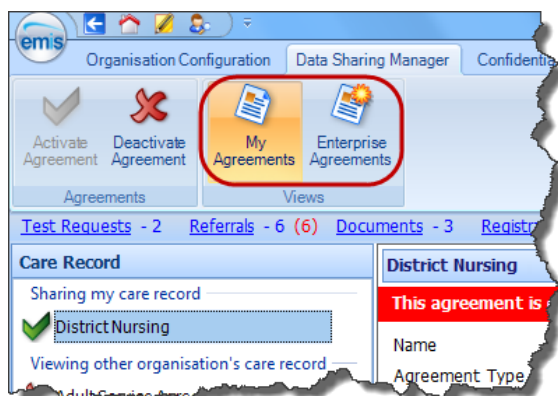
4. In the appropriate section in the navigation pane, click the agreement you want to deactivate.
5. On the Data Sharing Manager ribbon, click **Deactivate Agreement**.

The agreement is deactivated for your organisation (i.e. other organisations *cannot* view your data).

## View a sharing agreement

1. Access Data Sharing Manager.
2. On the Data Sharing Manager ribbon, do one of the following:
  - Click **My Agreements**.
  - Click **Enterprise Agreements**.

**Note:** The Enterprise Agreements options is *only* available for top level organisations with sharing agreements that are associated with child organisations.



Data Sharing Manager screen with My Agreements and Enterprise Agreements options circled

3. At the bottom of the navigation pane, click the tab for the appropriate agreement type (**Care Record or Reporting**).

Existing agreements of the selected type are listed in the navigation pane.

4. In the navigation pane, click the required agreement.

The agreement details are displayed in the main pane, along with the current activation status, and tabs showing potential organisations sharing and viewing data.

[For further information, go to the EMIS Web support centre.](#)

This handout is only a guide to supplement the training you receive.  
For further training contact EMIS Customer Fulfilment: 0845 125 5529

For all your post-training support queries, go to the EMIS Web Online Support Centre, accessible from the EMIS Web homepage.

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