

# Extended Access Training Guides

Support: [mbpcc.extendedaccess@nhs.net](mailto:mbpcc.extendedaccess@nhs.net)

## Data Sharing Management

### Status

Sharing Agreements in EMIS represent technical solutions for viewing medical records and appointment books and sending tasks between different EMIS systems. They are not in any way to be considered as meeting information governance (IG) requirements for data sharing. Separate and appropriate IG measures must be in place prior to activating such agreements within EMIS.

Please ensure you have signed off the MBPCC extended access data flow on the Information Sharing Gateway before you activate any sharing agreements in EMIS.

### Agreement Types

#### Care Record

##### Sharing my care record

This allows MBPCC to view the medical records of patients in your practice EMIS system.

##### Viewing other organisation's care record

This allows you to see the medical records of your patients held in MBPCC EMIS system.

#### CrossOrgTasks

##### Organisations creating tasks for me

This allows MBPCC to send tasks to users in your practice EMIS system.

##### Organisations allowing me to create tasks

This allows you to send tasks to users in MBPCC EMIS system.

#### Appointments

##### Viewing other organisation's appointments

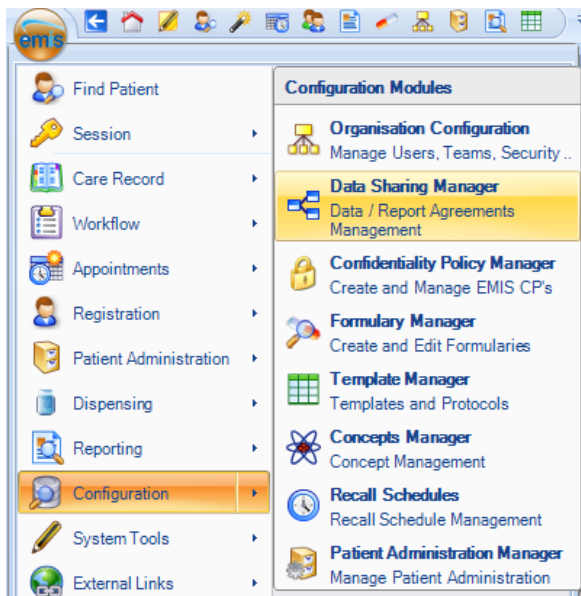
This is the standard cross-organisational appointment agreement. It allows practices to view appointments made available in MBPCC EMIS system and consultations for those patients would then be recorded in MBPCC EMIS system.

##### Enterprise

This is the remote consultation appointment agreement. It allows practices to view appointments made available in MBPCC EMIS system and consultations for those patients would then be recorded in the practice EMIS system.

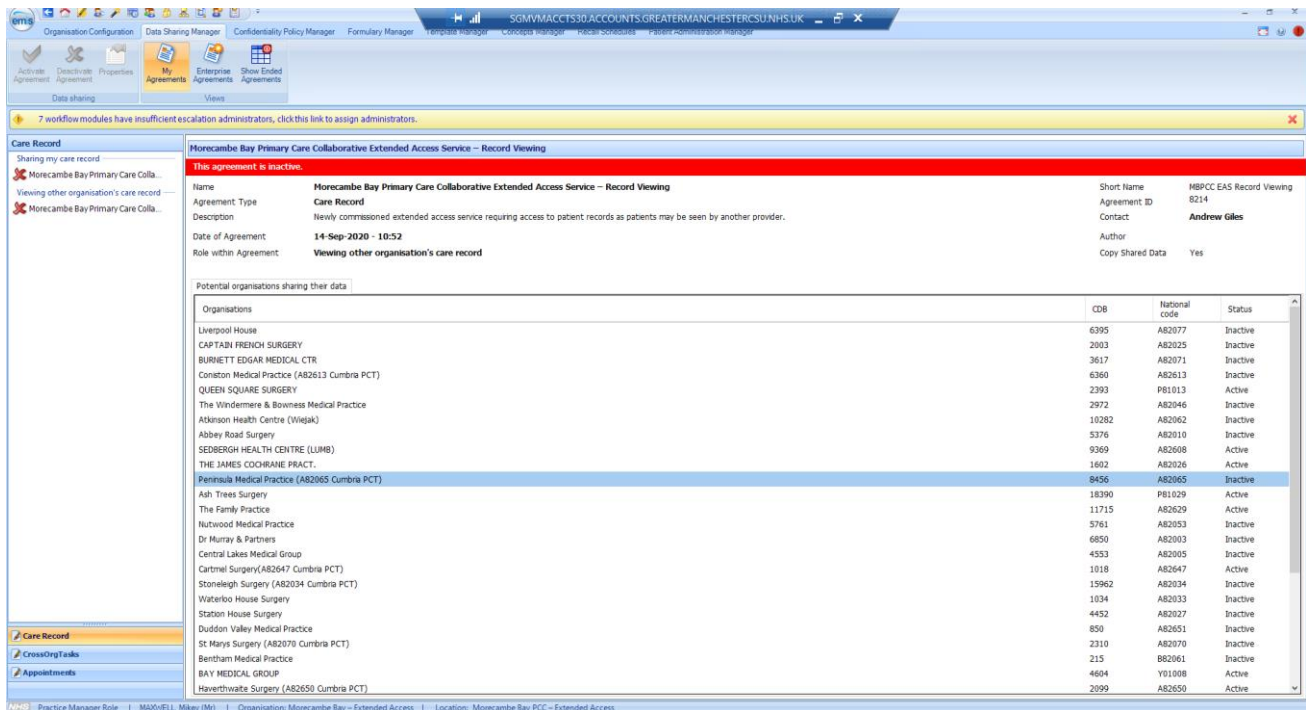
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### Activating Agreements



Go to Configuration->Data Sharing Manager.

In order for a sharing agreement to function, it must be activated in each EMIS system, ie at both the practice and MBPCC.



Activating agreements is straightforward. Simply select an agreement in the list on the left and click Activate Agreement on the toolbar. The **X** will then change to a **✓**.

Use the category buttons at the bottom left to move between different agreement types.

For the extended access service please activate the following agreements.

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Care record->Sharing my care record->Morecambe Bay Primary Care Colla...

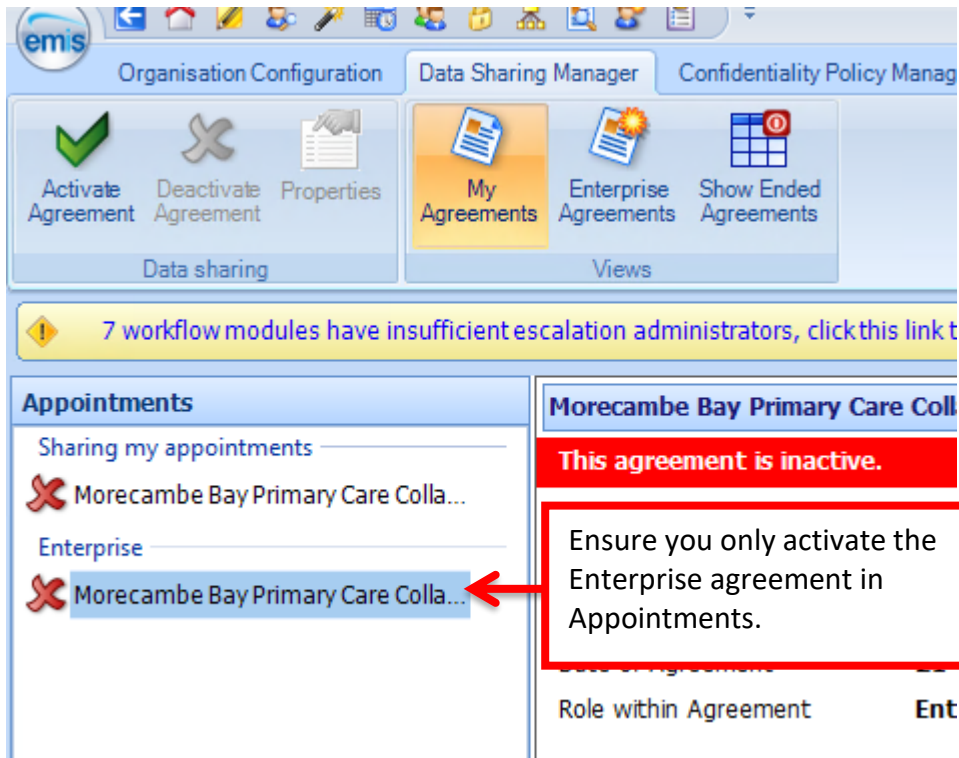
Care record->Viewing other organisation's care record->Morecambe Bay Primary Care Colla...

CrossOrgTasks->Organisations creating tasks for me-> Morecambe Bay Primary Care Colla...

CrossOrgTasks->Organisations allowing me to create tasks-> Morecambe Bay Primary Care Colla...

Appointments->Enterprise-> Morecambe Bay Primary Care Colla...

When activating the Enterprise appointments agreement you will be prompted for some additional information in an Agreement Terms and Properties popup. You will need to select an appropriate formulary and the lead GP for your practice as the prescribing user. When users of the MBPCC EMIS system use remote consultation, the prescriptions they create within your EMIS system will use the prescribing user you select here to print on the paper prescriptions.



The screenshot shows the EMIS Data Sharing Manager interface. The 'Enterprise' agreement for 'Morecambe Bay Primary Care Colla...' is highlighted with a red box and a red arrow. A text box states: 'Ensure you only activate the Enterprise agreement in Appointments.'

**Appointments**

Sharing my appointments

Morecambe Bay Primary Care Colla...

Enterprise

Morecambe Bay Primary Care Colla...

**Morecambe Bay Primary Care Colla...**

**This agreement is inactive.**

Ensure you only activate the Enterprise agreement in Appointments.

Role within Agreement

Ent



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Agreement properties

**Agreement terms**

[Agreement properties](#)

**Agreement terms**

By activating this agreement, you consent to all other organisations within the enterprise agreement having the ability to book and cancel appointments in their appointment book for all patients registered with all organisations in the enterprise agreement, including their own patients.

You also consent to sharing the following information with other active organisations within the agreement:

- All future appointment slots that are marked as being externally bookable.
- Basic patient demographic details (name, address, gender, date of birth, NHS number and status) that allow you to trace and correctly identify the patients when you book an appointment.
- A patient's past, future and cancelled appointments.
- Your organisation's locations, services, service persons, slot types and session categories.
- All care record data for externally booked patients, from the point of making the booking, to the point of consultation taking place, plus an additional legitimate relationship duration that is configured within the agreement itself. This data will be shared with the appointment slot holder(s) only.

Click Next

Back Next OK Cancel


Agreement properties

[Agreement terms](#)

**Agreement properties**

**Agreement properties**

Formulary

Prescribing User  

Select a formulary and prescribing user for your practice then click OK.

Back Next OK Cancel