

IMPORTANT:

- > New users <u>must</u> have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- > You will see the blue bar downloading at the bottom of the screen please always let this complete.
- If you have forgotten your SystmOne username/password or you have been locked out of the SystmOne, Please contact our Service Desk team on 0116 295 3500 (select the option for general assistance). A member of our team will then call you back to assist you.
- If you are unable to log in to SystmOne please check your internet connection. You can also close Mobile working and re-open to try again, if the problem persists, please call our Service Desk team.

How to change consent on a Residents Record

1. Open a Residents Record

7 Systmüne 0	are Home: Ayesha Sattar at Everdale Grange Care Home - Patient Se	arch	- a >
NHS n	umber, First name, Surname, Da	ate of birth	
Ebs-done	Ruse Xxtestpatientaacb 999 002 6122 04 Aug 1978 (42y) Laostinien Hall, Gewolden Bact, Laosee, IC3 Rest, Laosee, IC36 Tet 1786 541286		
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2. Select 'Sharing' from the toolbar

7	Referrals
0	Attachments
8 <u>×</u>	Safeguarding Information
л	Sharing

Please note: - if the resident or next of kin have changed their consent status, please update immediately.

If the resident has a DOLS In place please record this in the comments section.

If the **resident or next of kin does not give consent you cannot view the resident's** record via mobile working.





	Sharing		
Sharing Out			
Does the patient consent to the sharing of data recorded	here with any other organisations that may care for the patient?		
Yes - share data with other organisations			
No - do not share any data recorded here			
Consent not asked			
Sharing In			
Does the patient consent to the viewing of the data by th the patient where the patient has agreed to make the da	s organisation that is recorded at other care services that may care for a shareable?		
Consent given			
Consent refused			
Consent not asked			

- 3. If the resident is not able to give consent but consent has been given by next of kin or they have a DOLS in place please select the following:-
 - For Sharing Out, complete the steps below
 - o Consent not asked
 - Yes share record
 - Mental Capacity
 - Complete the comments box, if you do not put a reason in you will not be able to save the consent, you will not be able to see their record.
 e.g. DOLS, NOK
 - > For Sharing In, complete the steps below
 - o Consent not asked
 - View Shared Record
 - Mental Capacity
 - Complete the comments box, if you do not put a reason in you will not be able to save the consent, you will not be able to see their record.
 e.g. DOLs, NOK

SystmOne Care Homes XXTESTPATIENTAAC	Ayesha Sattar at Everdale Grange Care Home - Patient Record B, Ebs-donotuse (Ms)	Born 04 Aug 1978 (42y)	Gender Female	- (3)
Address: Leicestershire Tel: 07986 541268	ealt, Gwendolen Road, Leicester, LE5 4QF			11 Patient Status Ale
save	Sharing			
Consent	Sharing Qut Does the patient constructs to the sharing of data recorded here with any other organisations that may care for the patient? Version of the patient ? Version of the patient ? Versi			
	Enter reason for not asking consent Shafing I Does the patient consent to the viewing of the data by this organisation that is recorded at other care services that may care for the patient where the patient has a speed to make the data shareable? Consent refused Consent			

Note: - Both sharing out and sharing in needs to be the same, if not you will not be able to view the resident's record.







4. **'Save Consent'** from the top left hand corner. If consent is not saved the changes will not be updated on the patient record.



5. **'Save**' the record. If the record is not saved the changes to consent will not be updated on the patient record.



End of Guide_____

