Colorectal Cancer Screening Programme

Building Indefinite Sharing Consent

(For Colonoscopy Specialist)

(ver. Mar 2019)

Build indefinite sharing consent

Participant need to build indefinite consent with

1. Pre-procedural consultation clinic
2. Colonoscopy suite

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (1)

Step 1: Click [Clinical]>[CRC Programme – Colonoscopy Specialist] OR Under Quick Links – Clinical, click [CRC Programme-Colonoscopy Specialist]

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (2)

Step 2: Click [Search Enrolled Participant] and insert SMART ID to the Card Reader, and click [Continue] and choose appropriate HKID card image
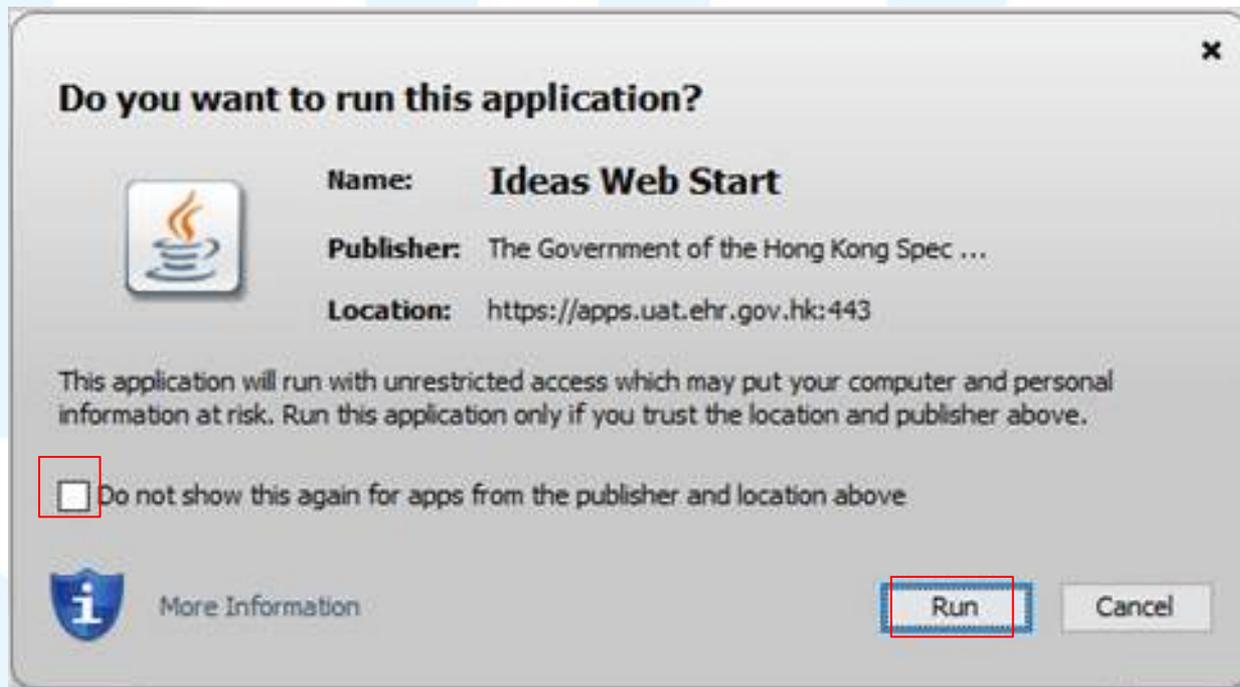
Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (3)

Step 3: Click [Open] to proceed

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (4)

Step 4: This message is shown <u>once</u> if check the check-box "Do not show this again…" and click [Run]

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (5)

Step 5: Choose Sex and click [Proceed]

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (6)

Step 6: Choose sharing consent type [Indefinite Sharing Consent] and click [Submit]

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (7)

Indefinite sharing consent has been built successfully. Click [Close]

Building Indefinite Sharing Consent with the Colonoscopy suite

In colonoscopy suite, to access the participant's account via the CRC-IT System for data entry & printing of subsidy redemption form, the participants have <u>to build the "indefinite sharing consent" with the colonoscopy suite</u>

Reception staff of the colonoscopy suite should

(1) have the access right for building sharing consent (relevant role group is assigned to the staff by the user admin)

(2) know how to build sharing consent in eHRSS

(3) be aware that a particular client is enrolled under the Programme and then check whether the "indefinite sharing consent" has been made via the CRC-IT System

  ✓Make a "*remark*" on the admission sheet to show that the client is a Programme participant

  ✓ Remind the client to inform the reception staff that he/she is under the Programme

(4) Build the "indefinite sharing consent" as appropriate
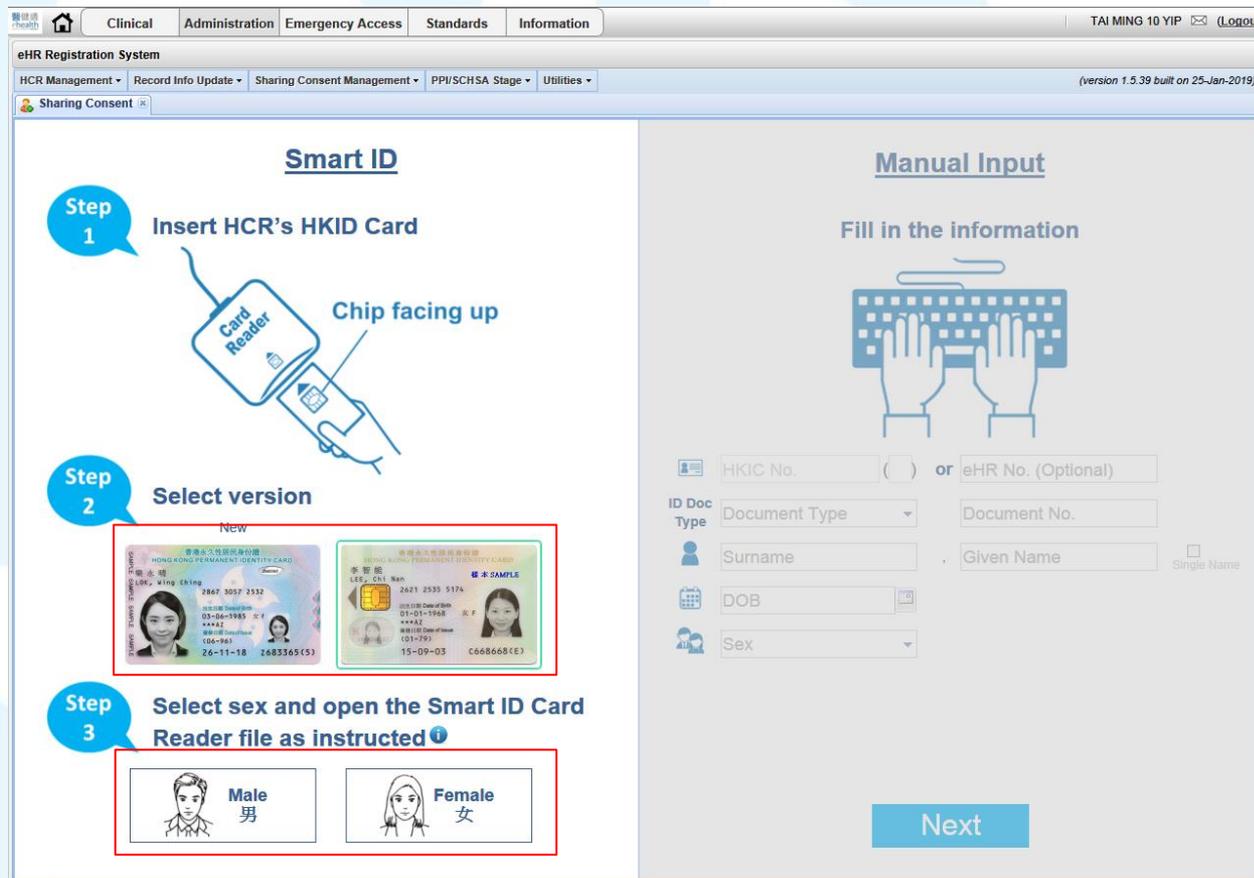
Build indefinite sharing consent via eHRSS with the colonoscopy suite (1)

Step 1: Click [Administration]>[Healthcare Recipient] and then click [Sharing Consent Management]>[Sharing Consent]
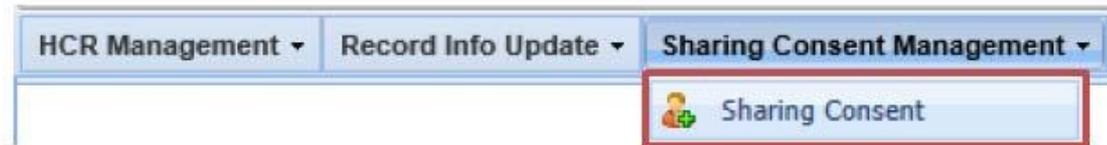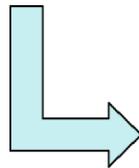
Build indefinite sharing consent via eHRSS with the colonoscopy suite (2)

Step 2: Insert SMART ID to the Card Reader and then choose appropriate HKID card image and select Sex

Build indefinite sharing consent via eHRSS with the colonoscopy suite (3)

Step 3: Click [Open] to proceed

Build indefinite sharing consent via eHRSS with the colonoscopy suite (4)

Step 4: This message is shown <u>once</u> if check the check-box "Do not show this again…" and click [Run]
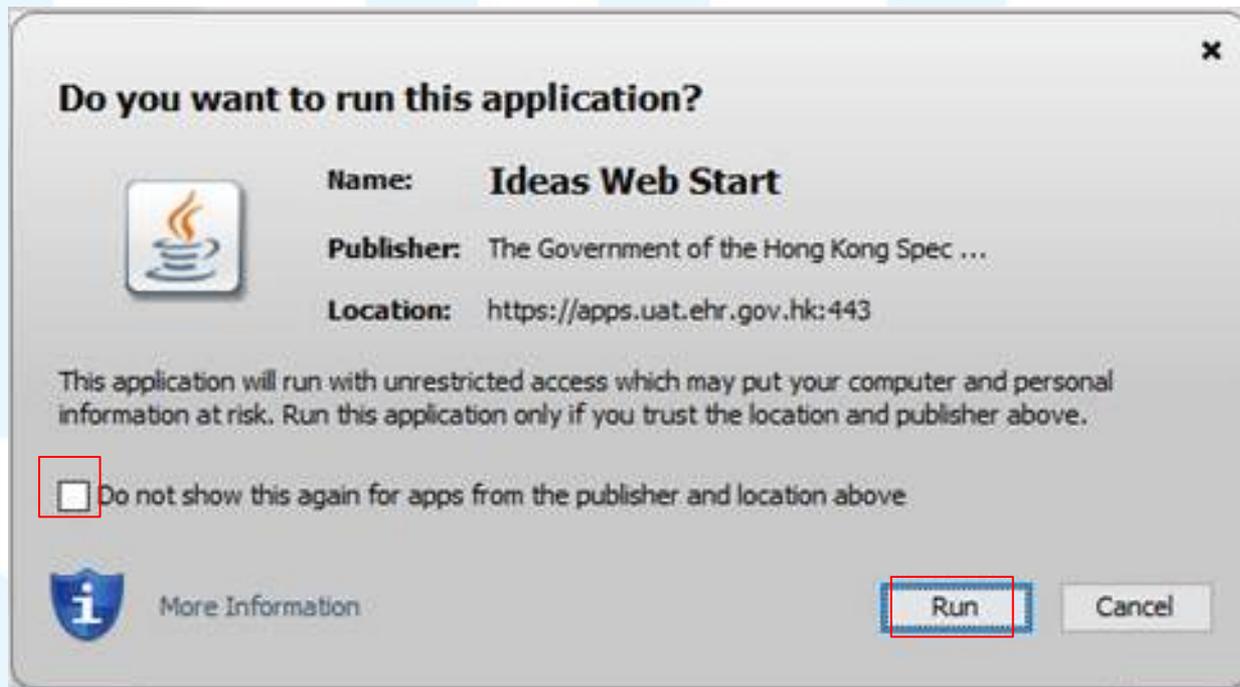
Build indefinite sharing consent via eHRSS with the colonoscopy suite (5)

Step 5: Remove HKID card

Read Hong Kong Smart Identity Card

Please remove the Hong Kong Smart Identity Card from the smart card reader.
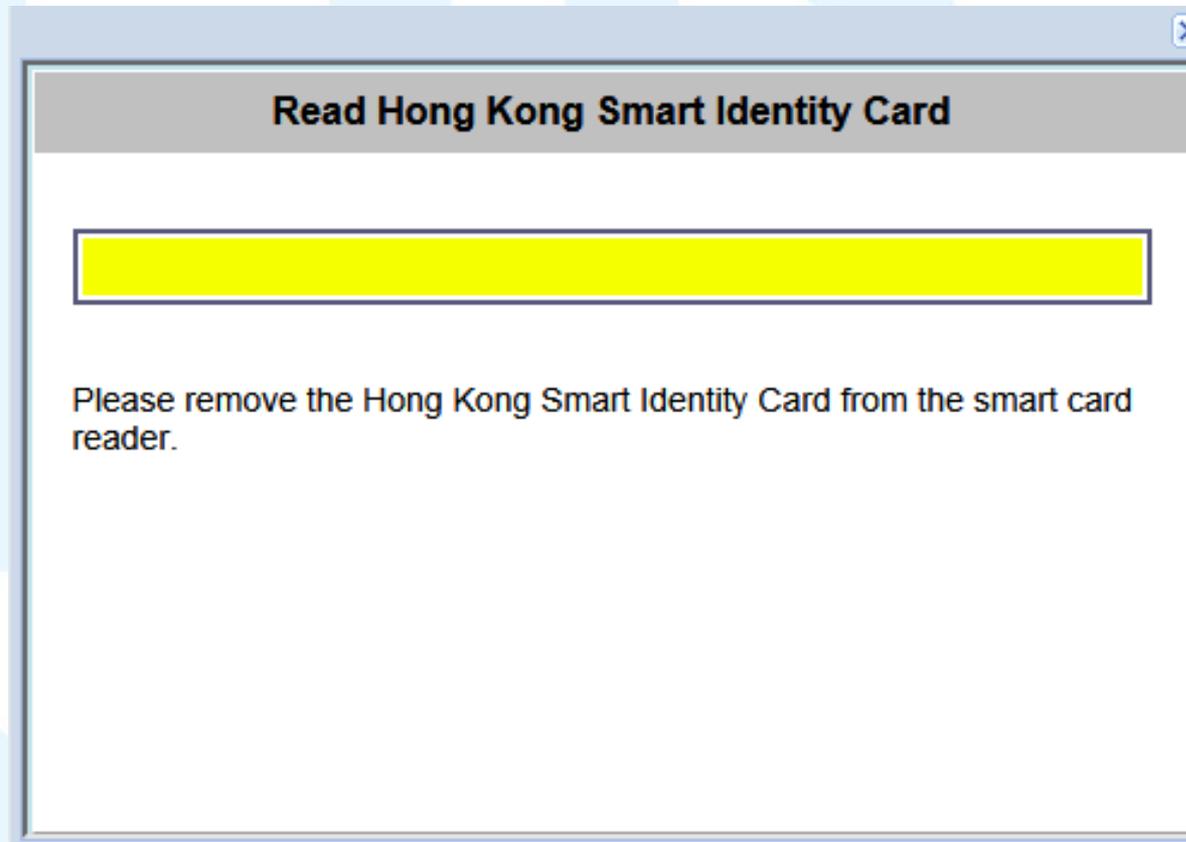
Build indefinite sharing consent via eHRSS with the colonoscopy suite (6)

Step 6: Choose [Indefinite Sharing Consent] and [Submit]

Build indefinite sharing consent via eHRSS with the colonoscopy suite (7)

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Step 7: Check verification and click "Yes"

Build indefinite sharing consent via eHRSS with the colonoscopy suite (8)

Indefinite sharing consent has been built successfully.