



Diabetes My Way EMIS Bulk Activation

Instructions for GP Practices

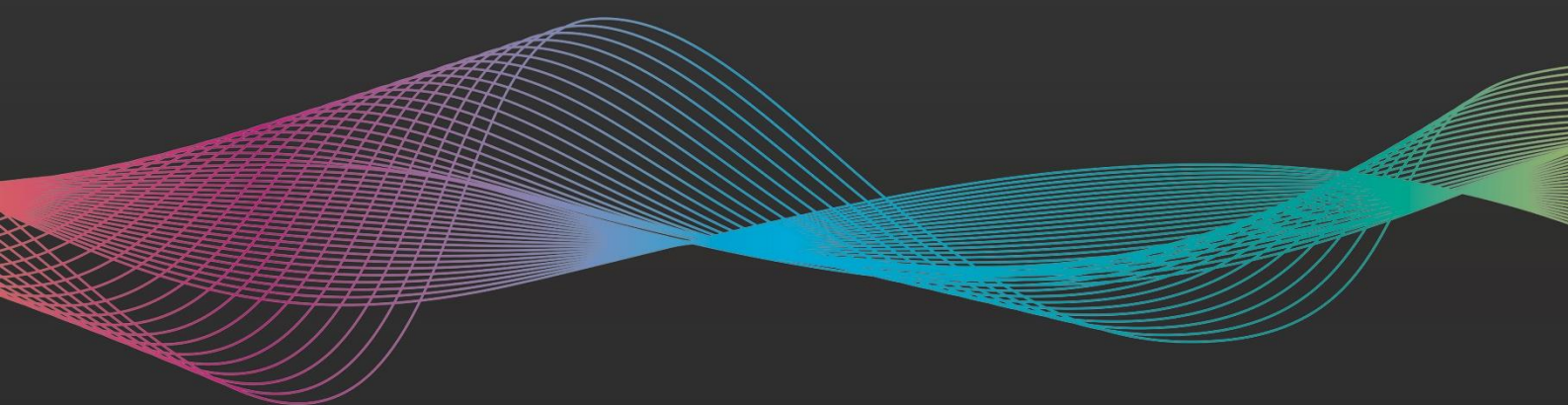


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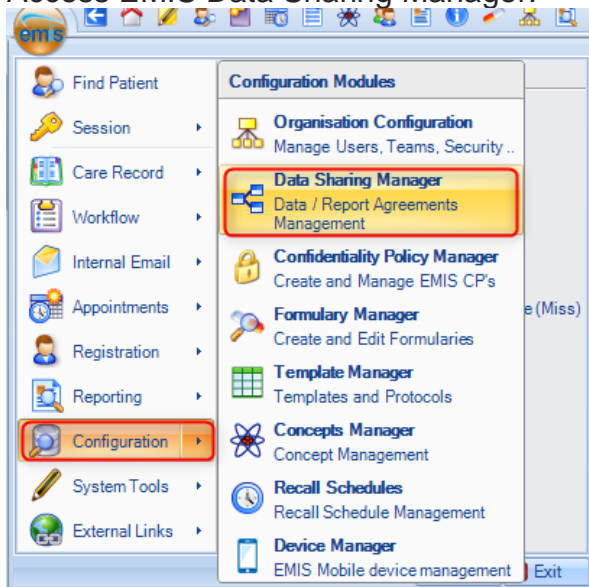
Using EMIS Data Sharing Manager to enable Diabetes My Way¹


This guide covers:

- Activating the Diabetes My Way sharing agreement
- Deactivating the Diabetes My Way sharing agreement

Activate the sharing agreement

1. Review the Data Sharing Agreement, which is available via the Consent page here: <https://mywaydigitalhealth.co.uk/gp-practice-consent-page/>
2. Access EMIS Data Sharing Manager.



Click  > **Configuration** > **Data Sharing Manager**.

The Data Sharing Manager screen is displayed.

PRE-REQUISITE:

*To access Data Sharing Manager you will need the RBAC code
B0109 - Local Restricted System Administration*

¹ 'MyWay Diabetes' may appear with slight regional name variations, including within some of the steps / screen shots in this document, however the instructions remain valid regardless.

- At the bottom of the navigation pane (running down the left-hand side of the Data Sharing Manager module screen), check the tabs to locate the agreement (**Care record, Data distribution or Reporting**).

PLEASE NOTE:

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

- Active agreements have a green tick alongside
- Inactive agreements have a red cross alongside

The screenshot displays the Data Sharing Manager interface. The top navigation bar includes tabs for Organisation Configuration, Data Sharing Manager, Confidentiality Policy Manager, Formulary Manager, Template Manager, and Conceal. Below this, there are buttons for Activate Agreement, Deactivate Agreement, Properties, My Agreements, Enterprise Agreements, and Show Ended Agreements. A status bar shows counts for Report Management (50), SCR (36), Medicine Management (4), Registration (40), and Mail Inbox (1). A yellow banner indicates 'New priority Workflow Items received - Medicine Management'.

The left navigation pane is titled 'Care Record' and lists various sharing agreements. The 'My Way Digital' entry is highlighted with a red box and a red cross, indicating it is inactive. Other active agreements (green ticks) include Blackburn and Darwen EMISWeb Pilot, Blackburn with Darwen GP Federation, Direct Care Record Data Sharing Agreement, East Lancashire Hospice Care Record, East Lancashire Medical Services Ltd, East Lancs Union of GPs, ELCCG GPs to ELHT, ELCCG GPs to ELHT Diabetes Service, ELCCG GPs to ELHT MSK Service, GPs to East Lancashire Hospitals NHS Trust, and LCFT Inpatient Service (26689).

The right pane shows details for the 'Blackburn and Darwen EMISWeb Pilot (24303)' agreement. It states 'This agreement is currently active.' and provides the following details:

Name	Blackburn and Darwen EMISWeb Pilot (24303)
Agreement Type	Care Record
Description	Sharing only Summary screen
Date of Agreement	28-Mar-2012 - 11:31
Role within Agreement	Sharing my care record

Below the details, there is a section for 'Potential organisations viewing data' which lists 'Organisations' and 'East Lancashire Hospitals NHS Trust'.

The bottom navigation pane shows the following tabs: Care Record, Reporting, Data Distribution, Demographic, CrossOrgTasks, Appointments, Library, and Open API Care Record. The 'Care Record' tab is currently selected.

The Data Sharing Manager Module screen highlighting the My Way Digital Care Record entry

4. Select the **My Way Digital** agreement.
The details of the agreement are displayed in the right-hand pane.
5. On the ribbon, click **Activate Agreement**.
The agreement is activated for your organisation (i.e. other organisations can view your data).

Deactivate the sharing agreement

1. Access Data Sharing Manager.

Click  > **Configuration** > **Data Sharing Manager**.

The Data Sharing Manager screen is displayed.

2. In the navigation pane, click the tab for the appropriate agreement type (**Care Record**, **Data Distribution** or **Reporting**).

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

3. In the appropriate section in the navigation pane, click to highlight the agreement you wish to deactivate.
4. Note that this also deactivates the Data Sharing Agreement agreed to in the very first step of the instructions in this document

On the ribbon, click **Deactivate Agreement**.

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

Further help and support

For further help and support, please send an email including the name of your Practice, and a brief description of the problem to:

manchester@mwdh.co.uk and / or diabetesmyway@nhs.net



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