

Data Sharing Manager

Sharing agreements are also used to enable your organisation to contribute to databases such as QResearch.

Sharing agreements are just one of the ways that you can share your data using EMIS Web - here's an [overview of data sharing in EMIS Web](#) and its underlying principles.

EMIS sets up data sharing for your organisation (you can [download data sharing request documents](#)). Each organisation using a sharing agreement needs to activate the sharing agreement in Data Sharing Manager, in order to share and view data. Access to shared data (job categories etc) is determined by the sharing ruleset, which is designed by the organisation.

An alert is displayed when you view shared data that was streamed more than 24 hours previously.

To use sharing agreements, you must have the appropriate [RBAC activities](#) in your role profile.

Data Sharing Manager

To access Data Sharing Manager, click , point to **Configuration**, and then select **Data Sharing Manager**.

The Data Sharing Manager option is not available if you have no sharing agreements in place.


When you access Data Sharing Manager, a ribbon is displayed. Use this interactive tool to learn about the Data Sharing Manager ribbon.

[Guide to ribbon options:](#)

Use Data Sharing Manager to view, activate and deactivate sharing agreements.

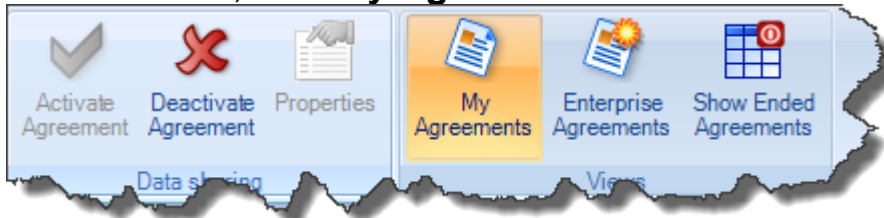
Activate a sharing agreement

1. Access Data Sharing Manager.



Click , point to **Configuration**, and then select **Data Sharing Manager**.

The Data Sharing Manager screen is displayed.

2. On the ribbon, click **My Agreements**.



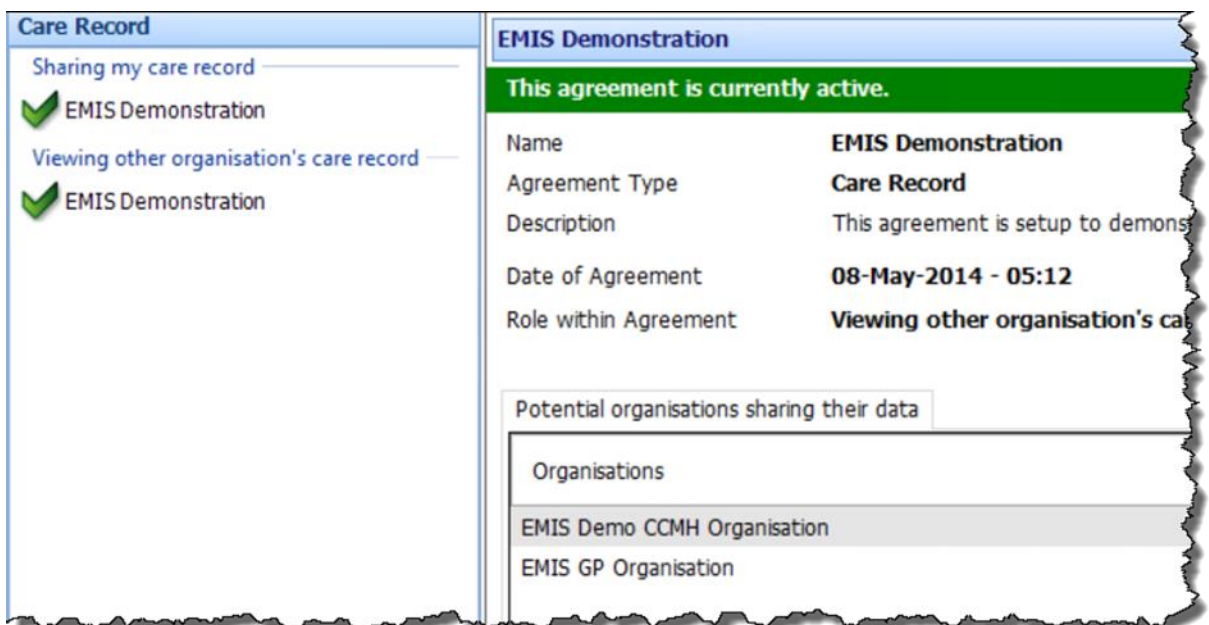
Data Sharing Manager menu ribbon with My Agreements highlighted

Any active agreements are displayed with a green tick , and any agreements that have been created, but not yet activated, are displayed with a red cross  .

Agreements are organised into categories, displayed as the following tabs in the navigation pane:

Care Record

For care record agreements, select **Care Record**, and then click **Sharing my care record** and **Viewing other organisation's care record**.



Example Care Record sharing agreement

Reporting

For reporting agreements, select **Reporting**, and then click **External organisations reporting on my data**.

Reporting	EMIS Demonstration																
External organisations reporting on my data	This agreement is currently active.																
EMIS Demonstration	<table> <tr> <td>Name</td> <td>EMIS Demonstration</td> </tr> <tr> <td>Agreement Type</td> <td>Reporting</td> </tr> <tr> <td>Description</td> <td>This Agreement is setup to dem</td> </tr> <tr> <td>Role within Agreement</td> <td>External organisations</td> </tr> <tr> <td>Date of Agreement</td> <td>08-May-2014 - 05:22</td> </tr> <tr> <td>Reporting Type</td> <td>Patient level reports</td> </tr> <tr> <td>Extract Format</td> <td></td> </tr> <tr> <td>Authorisation Required</td> <td>No</td> </tr> </table>	Name	EMIS Demonstration	Agreement Type	Reporting	Description	This Agreement is setup to dem	Role within Agreement	External organisations	Date of Agreement	08-May-2014 - 05:22	Reporting Type	Patient level reports	Extract Format		Authorisation Required	No
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Example Reporting sharing agreement

CrossOrg Tasks

For cross organisation tasks, select **CrossOrgTasks**, and then click **Organisations creating tasks for me** and **Organisations allowing me to create tasks**.

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Example Cross-org Tasks sharing agreement

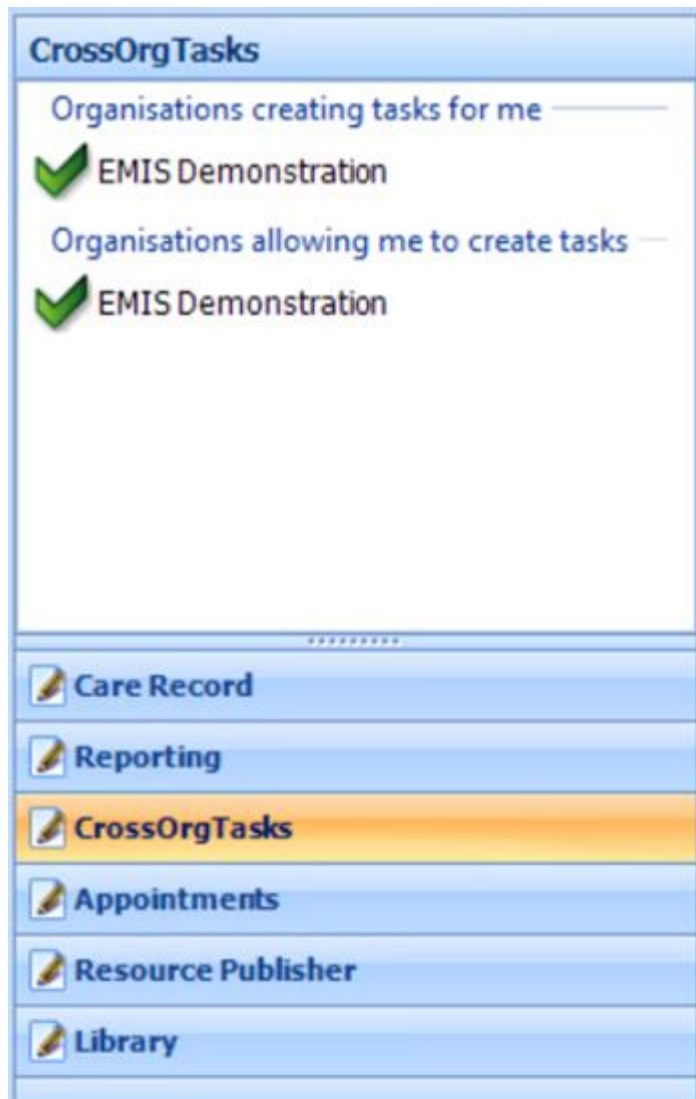
Appointments

Example Appointment sharing agreement

- For appointment agreements for cross organisation appointments, select **Appointments**, and then click **Sharing my appointments** and **Viewing other organisation's appointments**.

The target organisation can choose to allow *any* booking organisation to cancel cross organisation appointments. This is configured in Data Sharing Manager at the target organisation (Cross Organisation Appointments agreement). The target organisation must inform *all* booking organisations that have been given the facility to cancel appointments.

- For enterprise appointments for remote consultations, select **Appointments** and in the **Enterprise** section, click the enterprise appointments agreement. See details on [activating an enterprise appointments agreement](#). In the navigation pane, click the appropriate tab to select the agreement you want to activate or view.



Example Data Sharing Manager screen

Agreements are organised into categories, displayed as the following tabs in the navigation pane:

[Data Distribution](#)


[Resource Publisher](#)

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

You can't view information from other organisations until they also activate the required agreement.

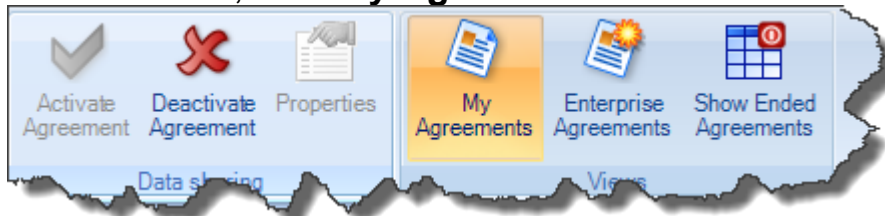
Deactivate a sharing agreement

1. Access Data Sharing Manager.

Click , point to **Configuration**, and then select **Data Sharing Manager**.

The Data Sharing Manager screen is displayed.

2. On the ribbon, click **My Agreements**.




Data Sharing Manager menu ribbon with My Agreements highlighted.

3. In the navigation pane, click the tab for the appropriate agreement type (e.g. Care Record). 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 ribbon, click **Deactivate Agreement**. The agreement is deactivated for your organisation (i.e. other organisations *cannot* view your data).

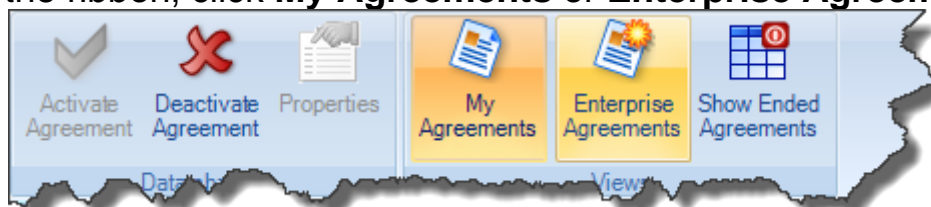
View a sharing agreement

1. Access Data Sharing Manager.

Click , point to **Configuration**, and then select **Data Sharing Manager**.

The Data Sharing Manager screen is displayed.

2. On the ribbon, click **My Agreements** or **Enterprise Agreements**.



Data Sharing Manager menu ribbon with My Agreements and Enterprise Agreements highlighted

The Enterprise Agreements option is *only* available for top-level organisations with sharing agreements that are associated with 'child' organisations.

3. In the navigation pane, click the tab for the appropriate agreement type (e.g. Care Record). 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 organisations that may be sharing and viewing data.
- For enterprise appointments for remote consultations, select **Appointments** and in the **Enterprise** section, click the enterprise appointments agreement.
 - For appointment agreements, select **Appointments**, and then click **Sharing my appointments** and **Viewing other organisation's appointments**.

Information Governance

In terms of good information governance, as a controller it is important that you understand who you are sharing data with (and why) and that you keep this under regular review. As you will be aware, within EMIS Web we have the data sharing manager module which enables you control the patient level data that is being shared on your behalf – in terms of the recipients and the types of data being presented to them.

Within the data sharing module you can see a list of the relevant data recipients together with an overview of the relevant arrangement that exists between you (as the controller) and the third party that you are sharing data with (who may be acting as a controller in their own right or who may be acting as a processor delivering services to you, such as analytics). The data sharing module also enables you activate (and deactivate) sharing requests (i.e. to switch on and off the sharing of data).

We recommend that you undertake a regular, scheduled, review of the active 'sharing agreements' that you have in place and determine whether they remain valid or if they need to be varied or deactivated (as well as reviewing any outstanding requests for sharing that may be present).