SystmOnline eDSM Functional Guide for Patients

Sharing rules

'Sharing rules' allow you as a patient to decide which other caring organisations can and cannot access the GP part of your SystmOne patient data. When you present as a new patient at these caring organisations, the sharing rules set by yourself or your GP practice on your behalf will be applied.

Put simply – these rules allow you to make an informed choice **prior** to your care at any other caring organisation – that will then determine whether they can see the GP part of your record or not.

There are three levels of access possible with sharing rules – these can be set and subsequently amended at any time in your SystmOnline desktop account.

Please note - it is also possible for you to ask your GP to amend your sharing rule preferences on your behalf in your electronic record.

Once sharing rules have been set – these rules will be applied to any **new** caring organisation when care begins.

Verification

Prior to care at a new caring organisation, it's possible for you to pre-determine that a verification message must be sent to you via email, SMS, or online access. A unique code will be sent within this verification message – and if you choose to provide this to the new caring organisation, they will be able to see your external GP SystmOne record. This is called the verification process.

The verification process only happens once per organisation – so for example if you turn up at a minor injuries unit where a verification code has already been entered, no further verification codes will be sent for any further attendances at this location.

Settings available to you via SystmOnline

Log into your SystmOnline account and follow these steps: Home > Patient Record > Manage sharing rules. From here, you can select from a drop down box and change your sharing rules preferences. They are as follows;

Practice default – this is where you inherit whatever the practice has set as the default for all patients registered at their practice.

No Organisations Require Verification – caring organisations in this list this will have no verification process (i.e SMS, Email, Online message) when they attempt to see your SystmOne GP electronic record. *However the normal sharing consent questions will still need to be answered.*

All Organisations Require Verification – selecting this will mean that all subsequent new caring organisations that you are treated at will need to follow the verification processes outlined above.

Custom -
'Organisations not requiring verification' – these are new caring organisations that do not require a verification code from yourself. *However the normal sharing consent questions will still need to be answered.*

'Organisations that cannot access your shared record' – here you can see organisations that have been restricted by your GP practice from accessing any of the GP record data. To add to this list get in contact with your GP practice.

All other organisations not present in the above lists must go through the verification processes as outlined above.