Consent Management Portal Guide for Practices



When your practice has agreed to participate in a particular program involving CAT Plus you can provide consent using the MyPen portal. Normally you would receive information and notifications from your PHN/Other organisation prior to this about the program. The Consent Management Portal is a central point for you to keep track of any programs your practice is involved in and to manage your consent. In most cases a signed consent form would have to be scanned and uploaded.

This guide will show you how to use the portal.

Participating in a program often involves a new functionality in CAT Plus such as additional reports or upload of de-identified data. These additional functionalities are linked to the Consent Management Portal and will only be available once you have consented. Consent can be removed at any time which will disable the additional, program specific functionality again.

Accessing the Consent Management Portal

When logging on to MyPen at https://users.pencs.com.au/ with your CAT Plus user name and password you will see the option to 'Go to Consent Management Portal' on the top right:

				Go to Consent Management Porta
Organisation Name *	Matthias QA Clinic			
Cross Reference Number	ref number			
Street Address *	street address qa			
Suburb *	Leichhardt			
State *	New South Wales	T		
Postcode *	2000			
Phone *	1800 762 993			
Fax	fax			
Clinical Software *	Best Practice		v Verified	
Billing/Appointment Software *	Best Practice Management		Not verified	
				Save changes

The portal will show any existing, future and expired programs and their status, your practice has been invited to.

My PEN Consent Management Portal - Matthias Test Clinic					Matthias	Logout
My Programs Current Programs	Per	nding	Requested	Consented	Verified	Declined
New Test Consent Program From All Training Clinics						
Program Duration 1/07/2019 - 30/06/2020 Action Update Date: 30/07/2019						
	_					
Consent Form T	emplate					
Future Programs						
No data to display						
Expired Programs						
No data to display						

Actions in the Consent Management Portal

The table will show you the organisation who sent the invite, the name of the program, the status, any uploaded files, date received and will give you a

number of options:



Consent Form Template

If the program has a consent form attached, the Download' window, which allows you to download the form and see any instructions provided by the program creator:

Consent Form Download	
Consent form template: Download instructions:	consent form sample.pdf Please read, print and sign the attached consent form. You can also sign electronically. After signing please upload the form.
	📩 Download Cancel

For a newly received invite your options are:



This will open the 'Consent Confirmation' window:

New Test Consent Program - Consent confirmation
You are about to provide consent to participate in the New Test Consent Program Program. Please attach the signed agreement if required to be able to participate:
Attachment: Browse No file selected.
By ticking the box below you are providing consent:
Additional Comment:
Form has been signed and attached
Submit Cancel

To consent tick the 'I agree' box and enter an additional comment, then click on 'Submit'. Attach your signed agreement (if required) by using the 'Browse' button to locate the electronic copy of your agreement and upload it with your consent.



. This will open the 'Decline Confirmation' window.

New Test Consent Program - Decline confirmation		
You are about to decline to participate in the New Test Consent Program Program. Please provide a short reason. Comment: *		
Not interested at this stage		8
	Submit	Cancel

Enter a comment such as a reason to decline, then click on 'Submit'. This will close the window and change your status to 'Declined' for this program.



2: Decline to participate in the program

New Test Consent Program - Request More Information confirmation	
You are about to request more information to participate in the New Test Consent Program Program. Please provide the request details. Comment: *	
Submit	Cancel

Enter a comment to explain your request for more information and click on 'submit'. This will be seen by your PHN and should be responded to by providing more information.

After consenting

Once you have consented to a program the status will change in your Consent Management Portal page to this:

Му	My Programs				
Curr	rent Programs				
	New Test Consent Program From All Training Clinics				
	Program Duration 1/07/2019 - 30/06/2020				
	Action Update Date: 4/09/2019				
	form has been signed and is attached				
	Signed Consent Form Consent Form Template				

The blue dot in the top right corner indicates that you have consented but your consent hasn't been verified yet. Once verified, it will change to green as per the colours on the top right of your screen:



You can download your signed consent form or a new consent form template by using the respective button on the program window:

×	Signed Consent Form	Consent Form Template
		×

For programs that you have already accepted you can change your participation status by clicking on the black x icon:

This will pop up a window with the program name and the option to decline further participation in the selected program:

New Test Consent Program - Decline confirmation		
You are about to decline to participate in the New Test Consent Program Program. Please provide a short reason. Comment: * Enter comment		
	Submit	Cancel

Once declined, the status will change in the 'Current Programs' table to 'Declined' indicated by the black dot in the top right corner, as shown below. This will also disable any functionality related to the program which could be additional reports, upload of de-identified data or any other function. Your CAT Plus software will continue to work as before, but the program specific functionality won't be available any more. You can opt back in by clicking the

\checkmark

in the bottom right of the program window.

New Test Consent Program	n	
Program Duration 1/07/2019	- 30/06/2020	
Action Update Date: 4/09/2019	9	
declined		
×	Signed Consent Form	Consent Form Template

This concludes the user guide for the Consent Management Portal - a new central place for practices to provide consent to research programs or any other specific program requiring consent.