


Consent Management Portal for PHNs/Other organisations

 Unknown macro: 'export-link'

This guide will show you how you can access the consent portal, invite practices and manage enrolled practices. Details on how practices receive invitations and how they can respond are here: [Consent Management Portal Guide for Practices](#)

Accessing the Consent Management Portal

When logging on to the MyPen portal at <http://users.pencs.com.au/> you will see the option to access the Consent Portal on the top right of your screen:

Up to Parent Organisation

Warning! You do not belong directly to this Organisation

Go to Primary Health Network Portal

Go to SMS Portal

Go to Consent Management Portal

Organisation Name *

PHN-

Cross Reference Number

ref number

Street Address *

PHN-

Suburb *

PHN-

State *

New South Wales

Postcode *

0000

Phone *

0000000000

Fax

fax

Clinical Software *

Best Practice

Not verified

Billing/Appointment Software *

Best Practice Management

Not verified

Parent Organisation

PEN CS Pty Ltd

Status ?

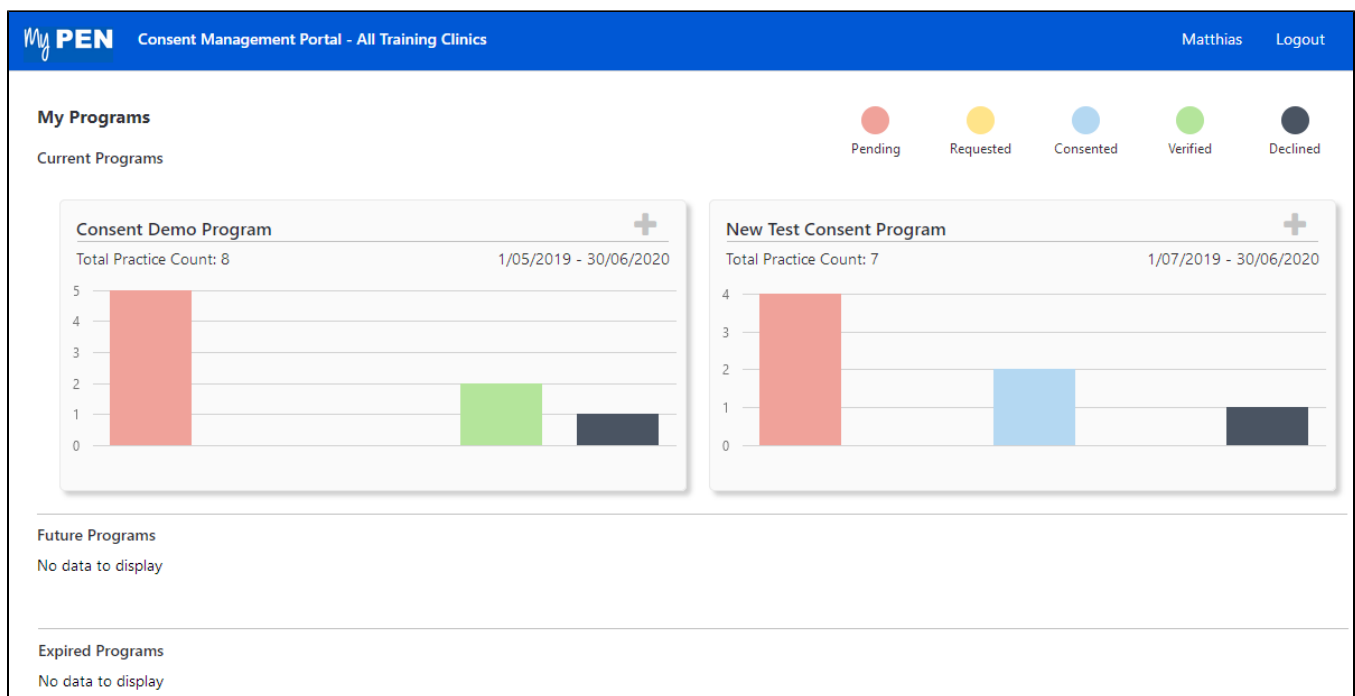
☒ Is Active

Save changes

Delete Organisation

Managing Programs

The portal will show any existing programs. Please note that at this stage new programs can only be created by Pen CS. The example below shows two existing programs, one called 'Data Linkages' and one called 'test program' for my organisation:



Future Programs

No data to display

Expired Programs

No data to display

Depending on the scheduled date of a program there can be future programs (start date in the future) or expired programs displayed as well. The colours /numbers indicate the status and number of practices, with the following colour codes:

- red = Pending
- yellow = Requested more information
- blue = Consented
- green = Consented and verified
- Black = invite declined

Manage Practices in a Program

Clicking on a program will open the 'Manage Practices' tab and show more details about the invited practices:



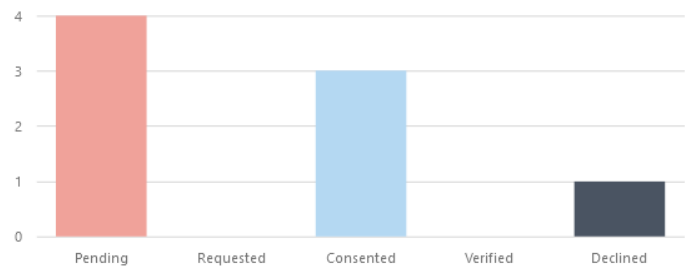
New Test Consent Program






























Total Practices

8

Program Duration

01 Jul 19
to
30/06/2020



Manage Practices		Select Practices	Program Settings					
	Practice	Comments	Submitted By	Date	Action	History	Downlo...	
	Edweana's Test Practice		warren.moore	29/07/2019	  			
	James Test Clinic	I accept	james.alcorn	26/08/2019	<div>Verify</div>			
	James Testing Clinic - Medical Director	did not want to particpate, will get back to us	james.alcorn	26/08/2019				
	James Testing Clinic - Surface Pro	Yes we consent	james.alcorn	2/09/2019	<div>Verify</div>			
	Manfred Practice	signed and uploaded form	Matthias	3/09/2019	<div>Verify</div>			
	Matthias Test Clinic		Matthias	30/07/2019	  			
	Warren Moore's Practice		Matthias	29/07/2019	  			
	Yupar's Own Practice		yupar.nyo	29/07/2019	  			

In the program above we have three clinics that have consented and still need to be verified by clicking on the green 'Verify' button. One clinic has declined and four are currently pending. The verification involves reviewing the uploaded consent form and the clicking the 'Verify' button. Any uploaded consent






forms can be accessed by clicking on the download icon

Consent History



The last column will show a history for each practice by clicking on the clock symbol:

History			
Status	Date Received	Comment	Submitted By
			Q
 Pending	26/08/2019		james.alcorn
 Consented	26/08/2019	I accept	james.alcorn
 Verified	3/09/2019	verified by PHN	Matthias
<div>Close</div>			

This history allows for an audit trail in addition to the uploaded consent form.

Invite Practices

The 'Select Practices' tab allows you to invite more practices, either all practices by using the tick box on the top left, or individual practices by using their own tick box. You can start typing the name of the practice in the search field to narrow the list down quickly.

Manage Practices	Select Practices	Program Settings
Select Practices to be invited to participate in the Program		
<input type="checkbox"/>	Practice	Postcode
	Q ma	Q
<input type="checkbox"/>	Manfred Practice	3004
<input type="checkbox"/>	Manfred Training Practice	3004
<input type="checkbox"/>	Manfred Training Practice - Client	3004
<input type="checkbox"/>	Matthias QA Clinic	2000
<input type="checkbox"/>	Matthias Test Clinic	2000
		Save

After inviting practices, click on 'Save' on the bottom right of the tab.

You will then see a confirmation message:

Save successful



































1 practice(s) were invited.

0 practice invitations were revoked.

OK

Invitations can only be revoked (by un-ticking a practice) before the practice has accepted the invite, once they have consented they can't be removed on the 'Select Practices' tab.

The newly added practice is now visible on the 'Manage Practices' tab:

Manage Practices		Select Practices	Program Settings					
	Practice	Comments	Submitted By	Date	Action	History	Downlo...	
	Edweana's Test Practice		warren.moore	29/07/2019	  			
	Gareth Test Clinic		Matthias	3/09/2019	  			
	James Test Clinic	verified by PHN	Matthias	3/09/2019				
	James Testing Clinic - Medical Director	did not want to participate, will get back to us	james.alcorn	26/08/2019				
	James Testing Clinic - Surface Pro	Yes we consent	james.alcorn	2/09/2019	<div>Verify</div>			
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	Yupar's Own Practice		yupar.nyo	29/07/2019	  			











Program Settings

On the Program Settings tab a consent form can be added for the practices to download and instructions can be added. This could be a simple text or a hyperlink to more details of the program. These details can be edited even after practices have been invited.

Manage Practices	Select Practices	Program Settings		
Consent Form Template:				
<input type="button" value="Upload"/>		<input type="button" value="Download"/>	consent form sample.pdf	
Consent Form Instructions:				
<div>Please read, print and sign the attached consent form. You can also sign electronically. After signing please upload the form.</div>				
<input type="button" value="Save"/>				

Consent on behalf of practices

If a PHN/other organisation has already completed the consent process for a program with a practice this screen allows you to provide consent on behalf of the practice(s). The options available in the 'Action' column are:

Manage Practices		Select Practices	Program Settings				
	Practice	Comments	Submitted By	Date	Action	History	Downlo...
	Edweana's Test Practice		warren.moore	29/07/2019	  		
	Gareth Test Clinic		Matthias	3/09/2019	  		

1. Consent to participate in the program
2. Request more information
3. Decline to participate in the program

The history function will store your user name for any action that is performed for an audit trail.