

Consent Management Portal Guide for Practices



Unknown macro: 'export-link'

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:

The screenshot shows a registration form for the Consent Management Portal. The form is titled 'Go to Consent Management Portal' in a red box at the top right. The form fields are as follows:

- Organisation Name ***: Matthias QA Clinic
- Cross Reference Number**: ref number
- Street Address ***: street address qa
- Suburb ***: Leichhardt
- State ***: New South Wales (dropdown menu)
- Postcode ***: 2000
- Phone ***: 1800 762 993
- Fax**: fax
- Clinical Software ***: Best Practice (dropdown menu) with a green 'Verified' status indicator.
- Billing/Appointment Software ***: Best Practice Management (dropdown menu) with a grey 'Not verified' status indicator.

A blue 'Save changes' button is located at the bottom right of the form.

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

Consent Management Portal - Matthias Test Clinic

Matthias
Logout

My Programs

Current Programs

Pending
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 Template

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 button will be available. Clicking on it will open the 'Consent Form Download' window, which allows you to download the form and see any instructions provided by the program creator:

Consent Form Download

Consent form template:

consent form sample.pdf

Download instructions:

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:



1: Consent to participate in the program

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: No file selected.

By ticking the box below you are providing consent:

☒ I agree

Additional Comment:

Form has been signed and attached

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.

2: Decline to participate in the program



. 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

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.

3: Request more information



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:

My Programs

Current 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

X

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:

Pending

Requested

Consented

Verified

Declined

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



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: *

SubmitCancel

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



in the bottom right of the program window.

New Test Consent Program

From All Training Clinics

Program Duration 1/07/2019 - 30/06/2020

Action Update Date: 4/09/2019

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.

