



HIFIS PR2: CHANGING CONSENT TYPE

Follow the applicable procedures below if a client requests to change their consent type in HIFIS, or if you make a mistake while adding consent.

'COORDINATED ACCESS + EXPLICIT' to 'DECLINED-ANONYMOUS'

The client wants to stop sharing their information outside of the current provider serving them.

1. Collect a new signed consent with only CONSENT TO COLLECT initialed.
 2. Search for the client in the search box.
 3. Select Client Information > Consent.
 4. Under Actions, click Edit
 5. Under End Date, select yesterday's date. Click Save.
 6. Select Front Desk > Clients.
 7. Click the Add Client button.
 8. Under Consent Type, select 'Declined-Anonymous.'
 9. Fill out the rest of the record and click the Save button.
 10. Use this client file to serve the client.
 11. Repeat this process for their dependents under 16.
 - 12.
- } End consent on original client file
- } Create new client file

'DECLINED-ANONYMOUS' to 'COORDINATED ACCESS + EXPLICIT'

The client wants to share their information with providers that serve them and participate in CA.

NOTE: The instructions below only apply in situations where your Service Provider originally recorded the Declined-Anonymous consent. If your Service Provider did not record the original consent, you will not be able to locate the client's file in HIFIS. In such a situation, you will be required to create a new record for the client as if they were being added to HIFIS for the first time.

1. Collect a new signed consent with CONSENT COLLECT and CONSENT TOSHARE initialed.
2. Use the search box to locate and enter the client's file.
3. Select Client Information > Consent.
4. Under Actions, select Edit.
5. Under End Date, select yesterday's date. Click Save.
6. From the Client's file, select Client Information > Consent.
7. Select Add Consent.
8. Under Consent Type, select 'Coordinated Access + Explicit.'

9. Under End Date, enter one year from the current day. Click Save.
10. Use the same procedures to change the consent type for any family members of the client who is under the age of sixteen from 'Declined-Anonymous' consent to 'Inherited' Consent.

'EXPLICIT' to 'COORDINATE ACCESS + EXPLICIT'

The client was accidentally added as 'Explicit' instead of 'Coordinated Access + Explicit'.

1. Search for the client in the search box.
2. Select Client Information > Consent.
3. Click on the Add Consent button.
4. Add a Coordinated Access consent. Match the start and end date to the consent dates listed for the Explicit record.