 form

EMIS Web Cross organisation tasks sharing configuration request

Use this form to send us the information we’ll need to configure cross organisation tasks sharing in EMIS Web for you. If you want us to configure a different type of data sharing, you can find the appropriate form on the [EMIS Now portal](https://www.emisnow.com/csm?id=kb_article_view&sysparm_article=KB0045105).

**Important:** This form itself is *not* a sharing agreement. Before you ask us to configure sharing agreements in EMIS Web for your organisation, you need to take *all* the following steps and tick the boxes as confirmation. We can’t process your request without confirmation of all these actions.

|  |  |
| --- | --- |
| Action | Done |
| Review all your existing sharing agreements (because there may be problems if you request conflicting settings/rulesets). | Yes |
| Contact your local information governance (IG) officer to discuss your sharing requirements and ask them to set up corresponding local sharing agreements. | Yes |
| Make sure that the data controller (practice manager, senior partner, lead GP, IG lead or Caldicott guardian) of each organisation that you want to include in a new sharing agreement or exclude from an existing sharing agreement is happy for the organisation to be included/excluded. This also applies if you want to deactivate a sharing agreement. | Yes |
| Read the [guide to requesting data sharing configuration](https://www.emisnow.com/csm?id=kb_article_view&sysparm_article=KB0045105) on EMIS Now, to find out more about sharing agreement types and the terms we use on this form. | Yes |

It is also your responsibility (with all other affected organisations) to review sharing agreements regularly, to make sure they are still fit for purpose. If you need to amend or deactivate a sharing agreement, use this form to make your request. EMIS Customer Fulfilment will keep all affected organisations informed about any amendments made.

You *must* complete all fields on this form in Microsoft Word format and email it from an email address that we have verified to [cfdatasharing@emishealth.com](mailto:cfdatasharing@emishealth.com).

## Sharing agreement configuration types

Three types of sharing agreement configuration are available. The table on page 2 describes the three types and tells you how to complete the ‘Details of sharing and viewing organisations’ table on page 4, depending on the option you select.

**Important:** The organisation details must be the same for each option you select. If you need more than one configuration option (for example, a one to many sharing agreement and a many to one sharing agreement), you *must* complete a request form for each option. We’ll configure a sharing agreement for each configuration option you request, and you’ll need to activate each sharing agreement in EMIS Web.

|  |  |  |
| --- | --- | --- |
| Option | Definition | How to complete the table on page 4 |
| 1. One sharing organisation to many viewing organisations (one to many) | One organisation shares its data, but can’t view data from other organisations in the sharing agreement.  Other organisations can view the sharing organisation’s data, but don’t share their own data with this organisation or any other organisation in the sharing agreement. | Sharing organisation:   * Type organisation details in the first table row. * In the Share data column, type **Yes**. * In the View data column, type **No**.   All other organisations:   * Type organisation details in the second table row and further rows as required. * In the Share data column, type **No**. * In the View data column, type **Yes**. |
| 1. Many sharing organisations to one viewing organisation (many to one) | One organisation can view data from all organisations in the sharing agreement.  Other organisations in the sharing agreement share their data, but can’t view data from the sharing organisation or any other organisation. | Viewing organisation:   * Type organisation details in the first table row. * In the Share data column, type **No**. * In the View data column, type **Yes**.   All other organisations.   * Type organisation details in the second table row and further rows as required. * In the Share data column, type **Yes**. * In the View data column, type **No**. |
| 1. All organisations to share and view data (many to many) | All organisations in the sharing agreement share their data and can view data from all other organisations. | All organisations:   * Type each organisation’s details in a separate table row. * In the Share data column, type **Yes**. * In the View data column, type **Yes**. |

# Details of the requesting organisation

|  |  |  |
| --- | --- | --- |
| Organisation name |  | |
| Organisation address |  | |
| Data sharing requestor | Name |  |
| Job title |  |
| Telephone |  |
| Email |  |
| EMIS customer (CDB) number |  | |
| Date sharing agreement requested |  | |

# Details of the sharing agreement you need: cross organisation tasks

Use this table to provide details about the sharing agreement and the data you want to share.

|  |  |  |  |
| --- | --- | --- | --- |
| Sharing agreement name |  | | |
| Sharing agreement short name  (30 characters maximum) |  | | |
| What you need (please tick, and then add further details): | | | |
| * **A new sharing agreement** x | Sharing agreement ID  (Leave blank – for EMIS Deployment use) | | |
| Reason(s) for sharing this data (255 characters maximum) | | |
| * **Amendments to an existing sharing agreement**    **(for example, additional organisations, new ruleset)** | Sharing agreement ID | | |
| Description of amendments needed | | |
| * **Deactivation of an existing sharing agreement**  | Sharing agreement ID | | |
| Reason(s) for deactivation | | |
| Sharing agreement configuration type (see table on page 1 of this document) | Option 1 | Option 2 ü | Option 3 |

# Details of sharing and viewing organisations

Use this table to provide details of all organisations who want to share and/or view data using this sharing agreement. We’ll send information to the data controller for each organisation (this *must* be the practice manager, senior partner, lead GP, IG lead or Caldicott guardian).

**Note:** If you are requesting amendments to an existing sharing agreement, please highlight the changes required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EMIS customer (CDB) number | NACS code | Organisation name | Data controller’s name  (responsible for activating the sharing agreement following configuration) | Data controller’s email address | Share data?  Yes/No | | View data?  Yes/No | |
|  |  | PCN Hub |  |  | No |  | Yes |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |
|  |  | GP Practice |  |  | Yes |  | No |  |

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