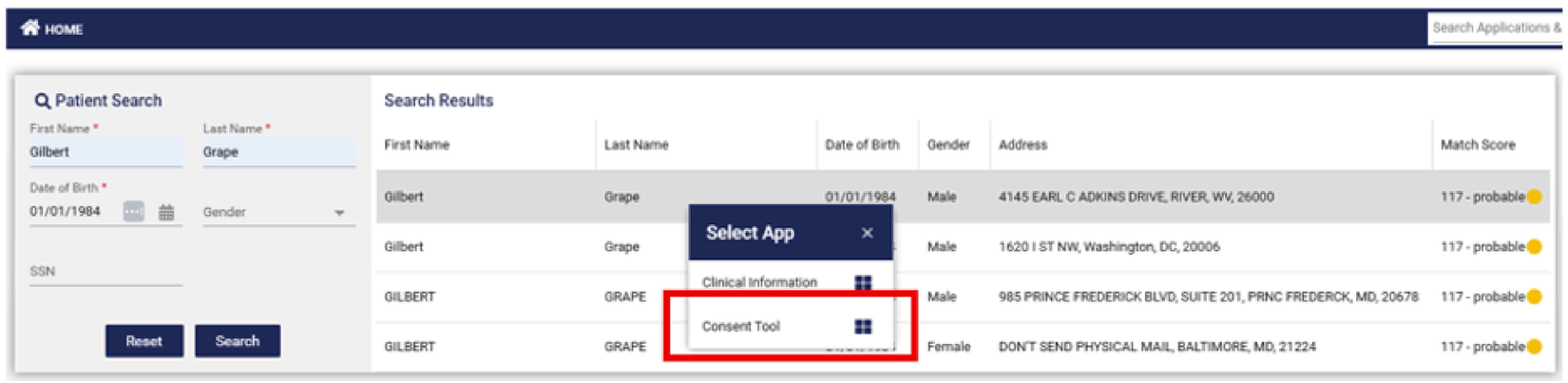
Consent Tool: Registering Consent from a Signed Paper Form

If a paper consent form is signed instead of the electronic form, the Consent Tool can still be used to register the patient's consent in the Rhode Island HIE. The signed paper form should be retained in the provider's records. Follow the steps below to document the patient's consent using the Consent Tool.

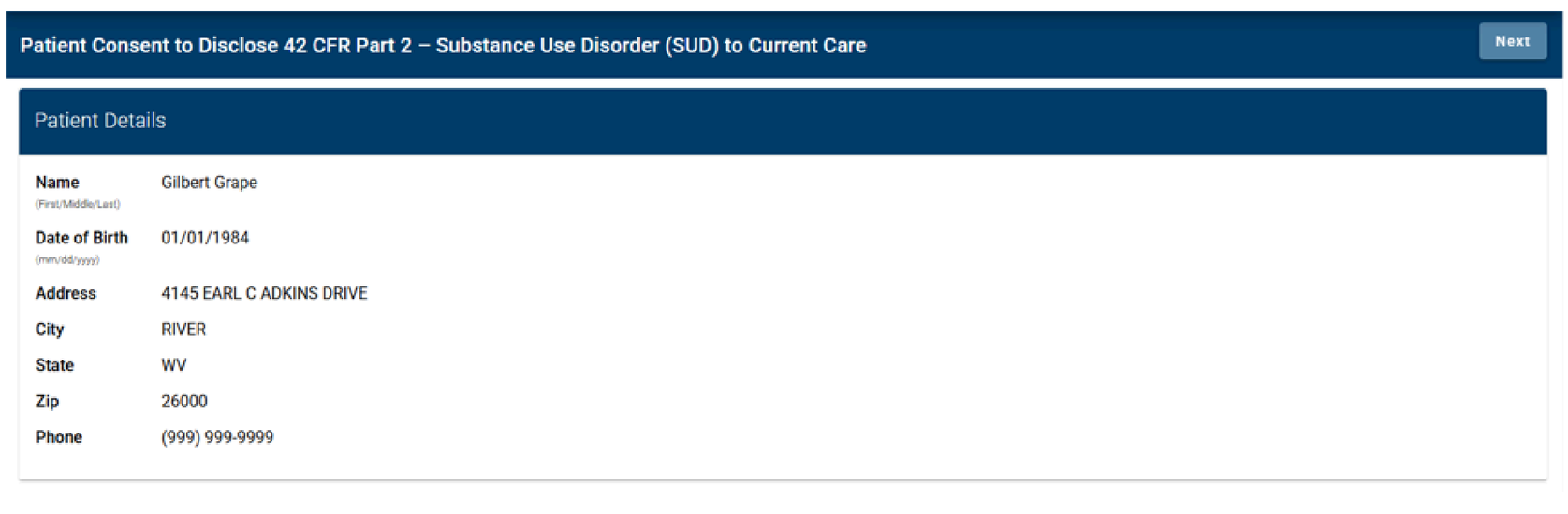
Step 1: Locate the Patient

- Search for the patient in the Rhode Island HIE Portal or from your EHR and select the Consent Tool.

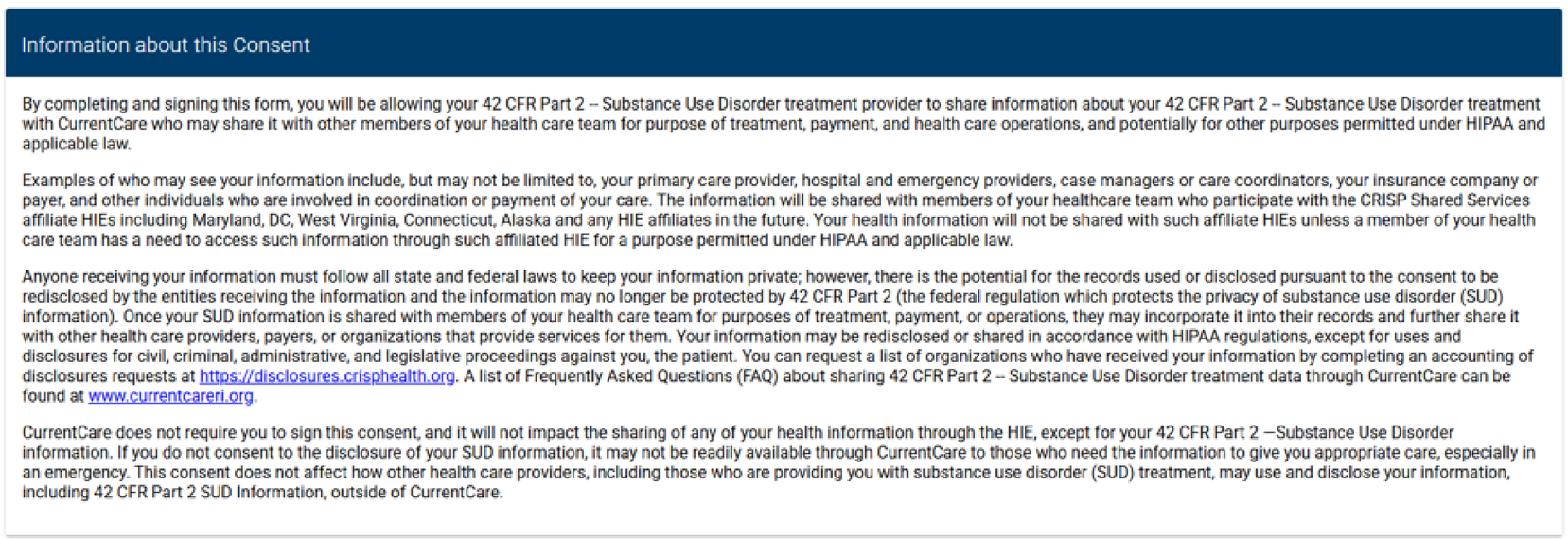


Step 2: Review Consent Information

- Check the patient details to ensure you have selected the correct patient

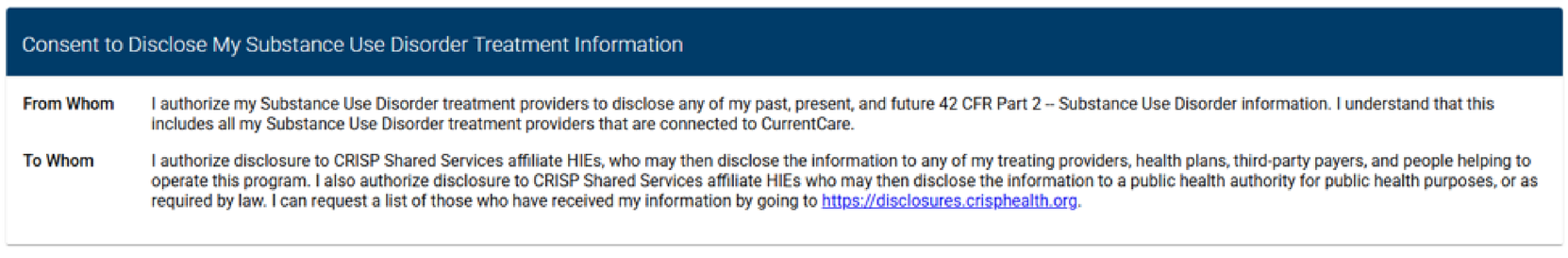


Step 3: Review the "Information about this Consent" with the patient



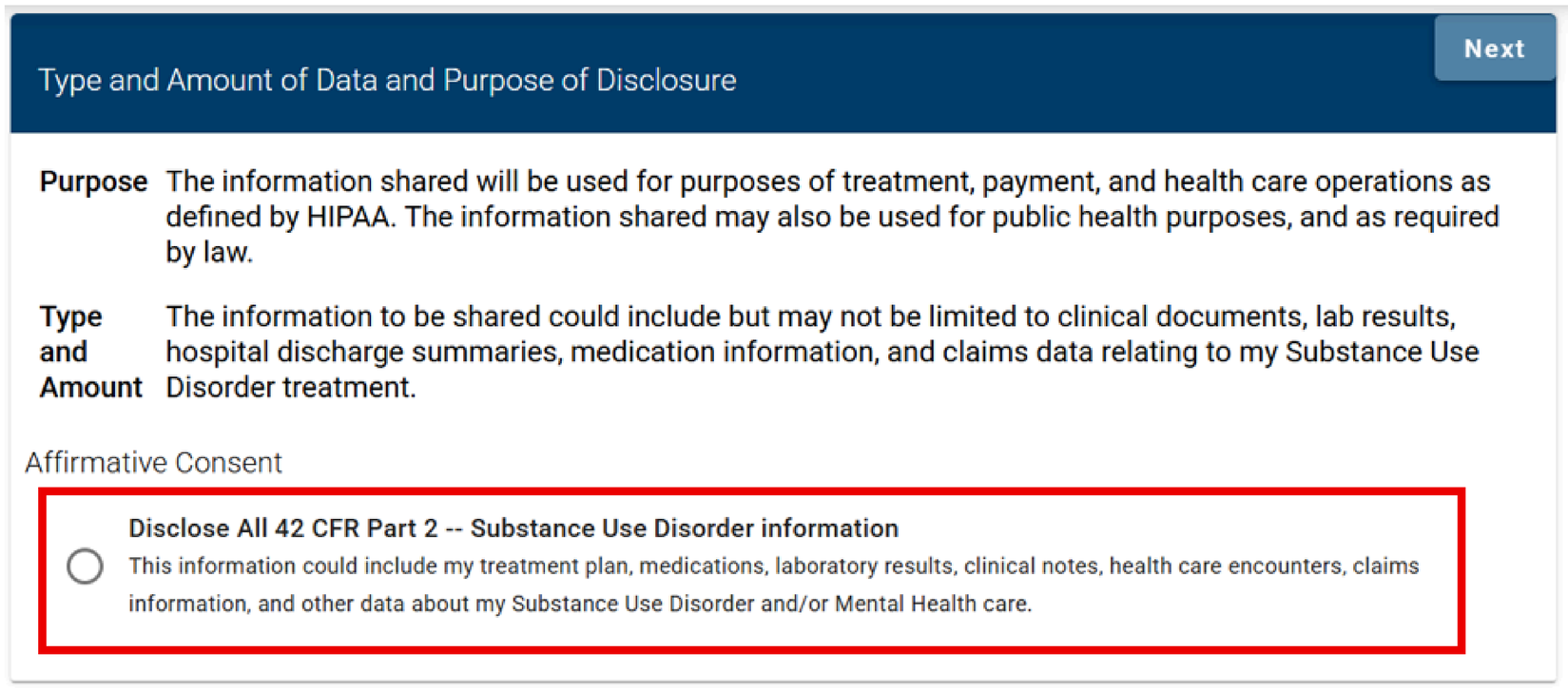
Step 4: Review the "Consent to Disclose My Substance Use Disorder Treatment Information"

- Explain what information may be shared and who may access it through participating HIEs.



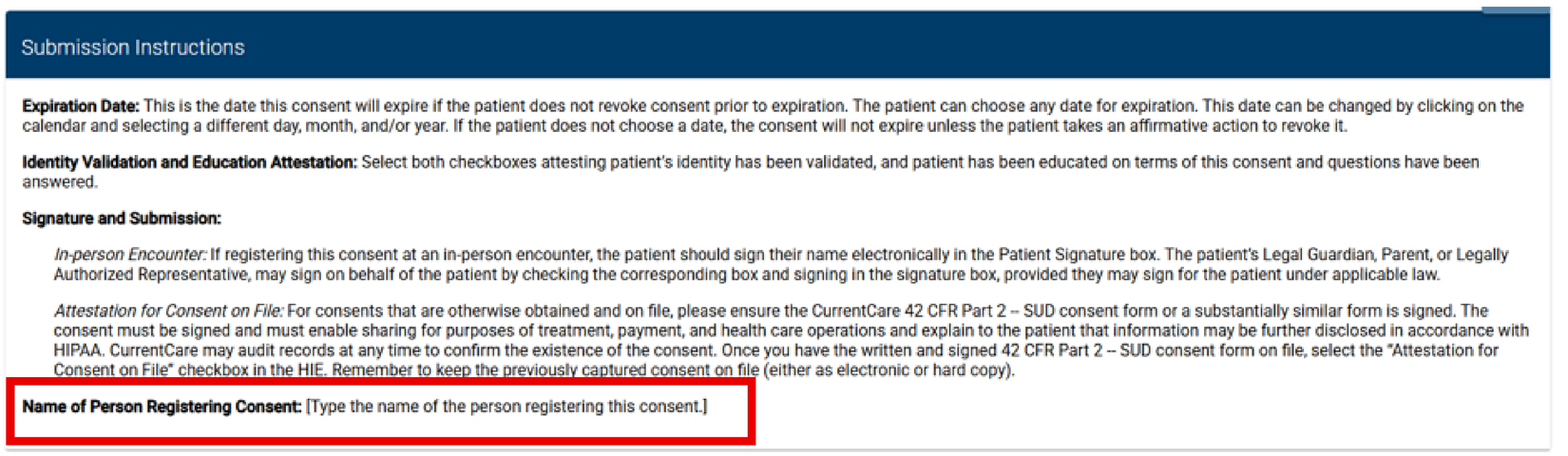
Step 5: Review the "Type and Amount of Data and Purpose of Disclosure"

- Check the button under "Affirmative Consent" to agree to disclose all 42 CFR Part 2 Substance Use Disorder Information (this single consent will allow disclosure of all SUD treatment records from all providers the patient receives SUD treatment from).



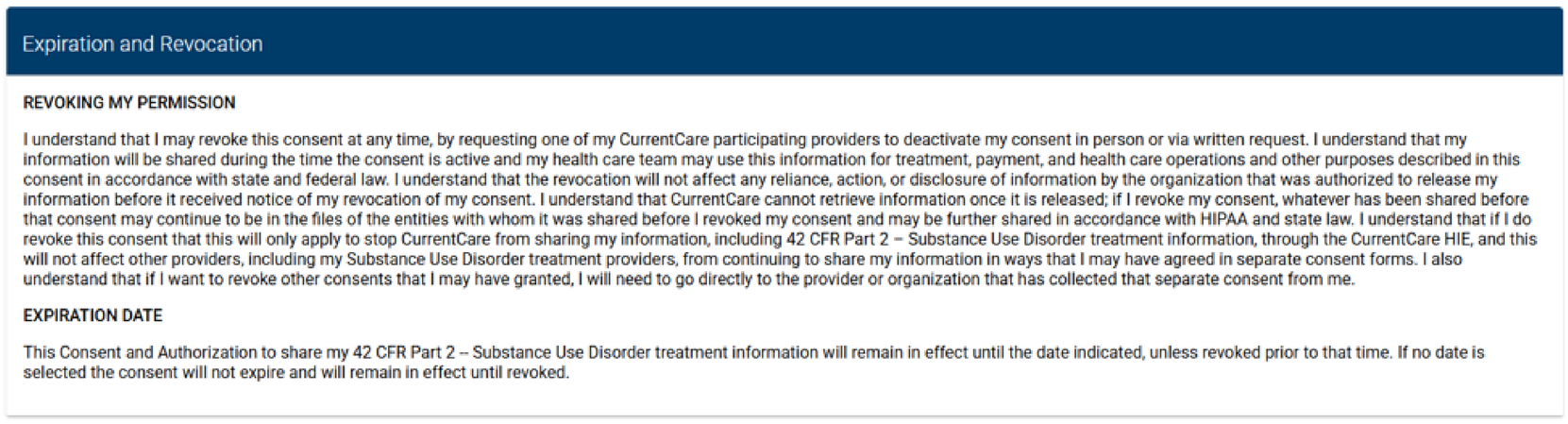
Step 6: Review the Submission Instructions

- The provider enters their name where requested.



Step 7: Expiration Date and Revoking Consent

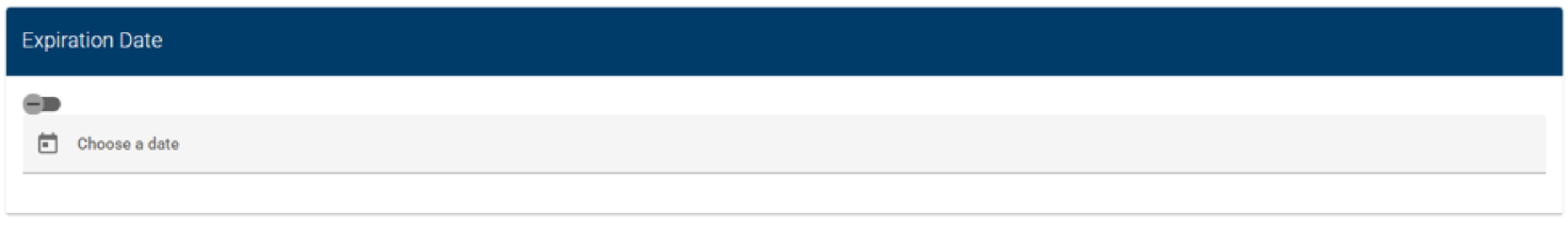
- Explain the patient's choice to either select an expiration date for this consent or to leave it open-ended, and their right to revoke consent at any time.



- If the expiration date has been set to "Does Not Expire" the blue button will be toggled "on."

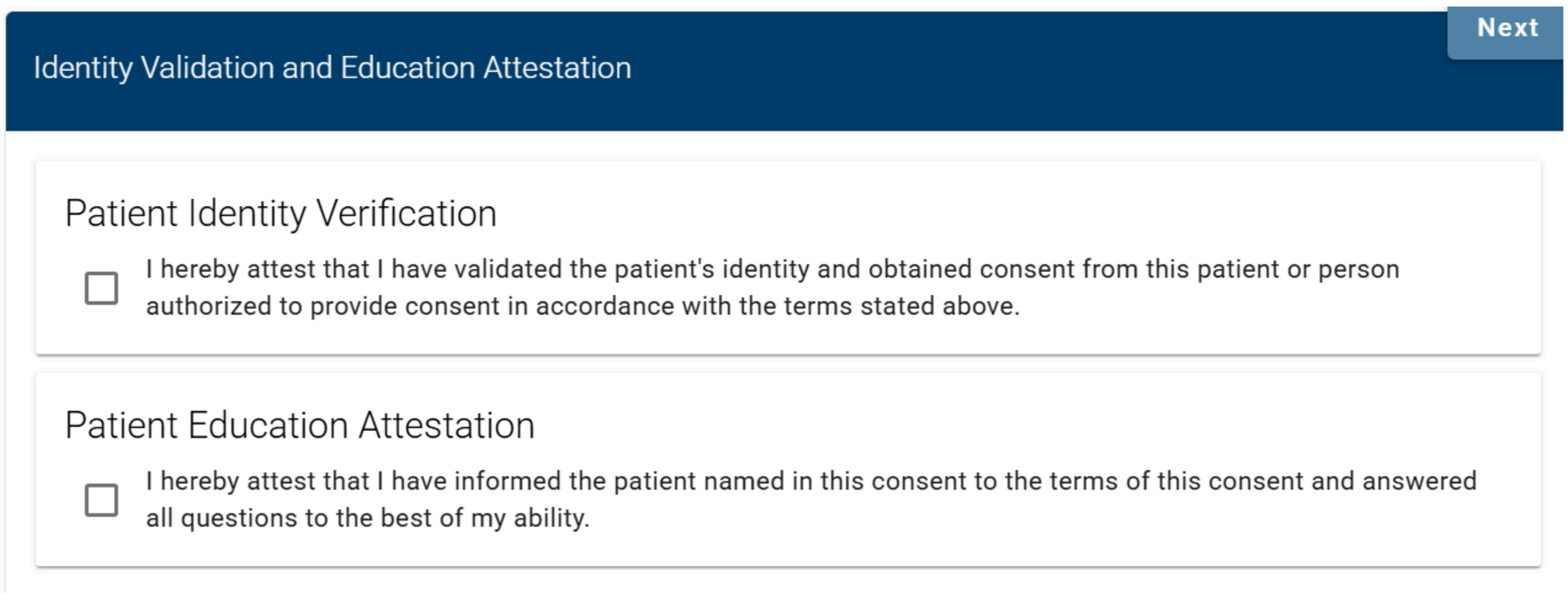


- To select an expiration date, toggle the blue button "off" and enter the patient's selected expiration date in the box.



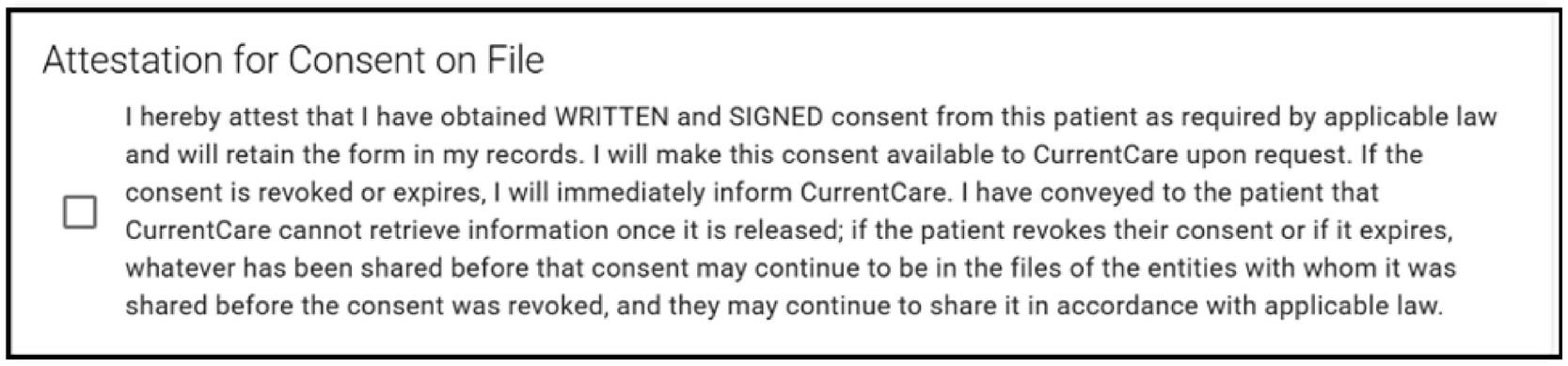
Step 8: Ensure Patient Understanding

- Answer any questions the patient may have before registering the consent.
- Check both boxes under "Identity Validation and Education Attestation"



Step 9: Attestation

- Below the electronic signature section is an option for the provider to attest that a signed paper consent form has been obtained and is on file. If this attestation is selected, a digital signature is not required.



Once completed, the registered consent will appear in the Consent Tool under "Consent History"

- If a patient requests to revoke their consent, this can be done by clicking "Deactivate."
- Consent deactivation can be done by any provider involved in the patient's care.

