MyWay Diabetes
EMIS Bulk Deactivation

Instructions for GP Practices
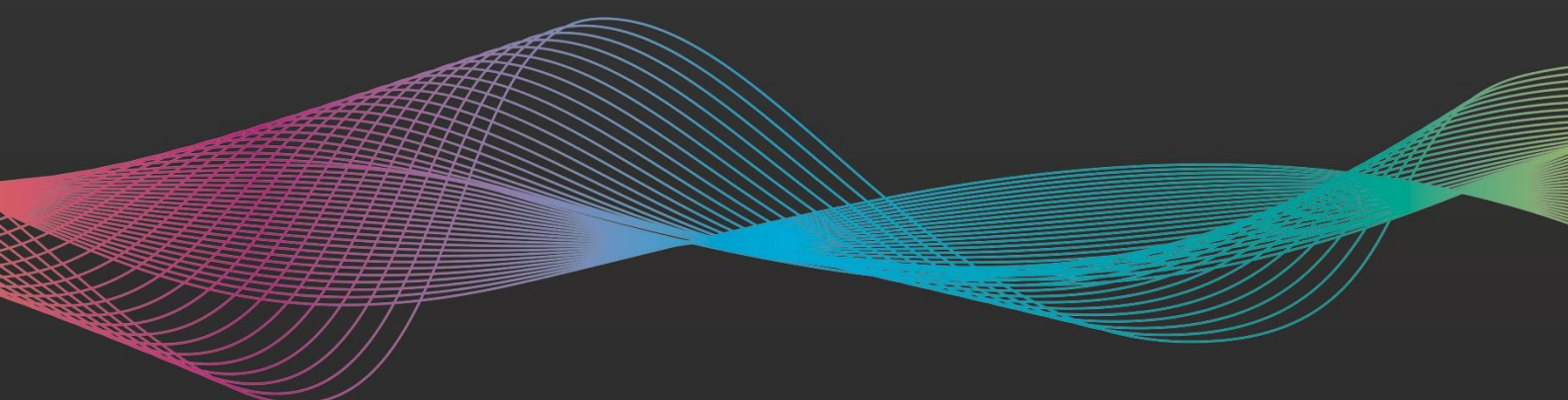
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# Using EMIS Data Sharing Manager to deactivate MyWay Diabetes[1]

This guide covers:

• ~~Activating the MyWay Diabetes sharing agreement~~

• Deactivating the MyWay Diabetes sharing agreement

~~Activate the sharing agreement~~

1. Review the Data Sharing Agreement, which is available via the Consent page here: https://mywaydigitalhealth.co.uk/gp-practice-consent-page/

2. Access EMIS Data Sharing Manager.
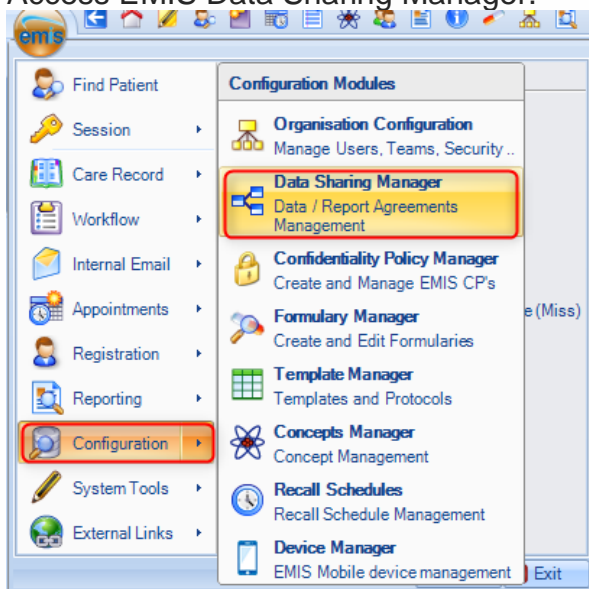
Click ⊚ > **Configuration** > **Data Sharing Manager**.

The Data Sharing Manager screen is displayed.

> *PRE-REQUISITE:*
>
> *To access Data Sharing Manager you will need the RBAC code*
> **B0109 - Local Restricted System Administration**

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[1] 'MyWay Diabetes' is the generic name for a service that may appear with slight regional name variations, however these activation instructions remain the same regardless.

3. At the bottom of the navigation pane (running down the left hand side of the Data Sharing Manager module screen), check the tabs to locate the agreement (**Care record, Data distribution** or **Reporting**).

> ***PLEASE NOTE:***
>
> *Existing agreements of the selected type are listed in the navigation pane*
> - *Active agreements have a green tick alongside*
> - *Inactive agreements have a red cross alongside*

The Data Sharing Manager Module screen highlighting the My Way Digital Care Record entry

4. ~~Select the **My Way Digital** agreement.~~
   ~~The details of the agreement are displayed in the right-hand pane.~~

5. ~~On the ribbon, click **Activate Agreement**.~~
   ~~The agreement is activated for your organisation (i.e. other organisations can view your data).~~

Deactivate the sharing agreement

1. Access Data Sharing Manager.

   Click > **Configuration** > **Data Sharing Manager**.

   The Data Sharing Manager screen is displayed.

2. In the navigation pane, click the tab for the appropriate agreement type (**Care Record, Data Distribution** or **Reporting**).

   Existing agreements of the selected type are listed in the navigation pane.

3. In the appropriate section in the navigation pane, click to highlight the agreement you wish to deactivate.

4. Note that this also deactivates the Data Sharing Agreement agreed to in the very first step of the instructions in this document

On the ribbon, click **Deactivate Agreement**.
The agreement is deactivated for your organisation (i.e. other organisations *cannot* view your data).

Further help and support

For further help and support, please send an email including the name of your Practice, and a brief description of the problem to:

mlcsu.academy@nhs.net and / or support@mwdh.co.uk

Get to know us or get in touch

(twitter) mlcsu

(linkedin) Midlands and Lancashire Commissioning Support Unit

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