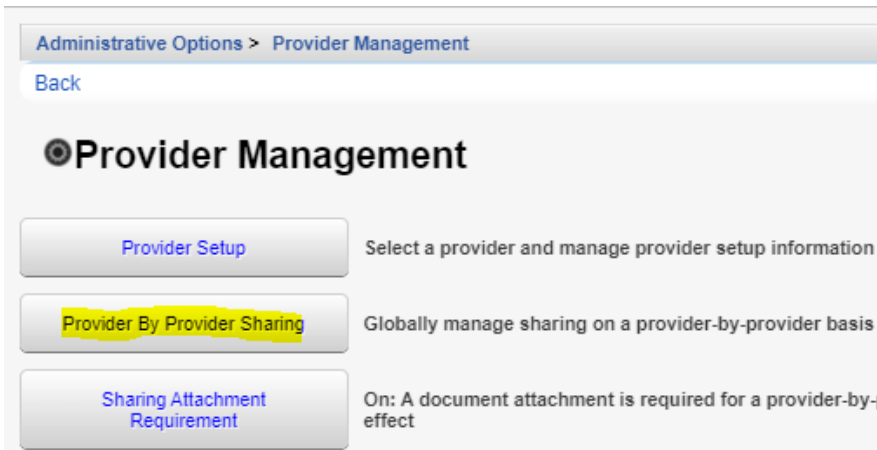


Provider By Provider Sharing allows users the option to set which providers data is to be shared to. A provider can share it's information with another provider without receiving that provider's information. Data sharing options include clinical, services, case notes, custom subform, appointments, form designer, and eligibility.

To set Provider by Provider Sharing follow these instructions:

1. Log into Central Administration.
2. Click *Administrative Options*.
3. Click *Provider Management*.
4. Click *Provider By Provider Sharing*.



5. Select a *Sharing Provider*. (The provider sharing data out to another provider.)
6. Click *Manage Selected*.



7. Select a *Show To Provider*.
8. Click *Change data shared*.

Administrative Options > Provider Management > Provider Sharing Overview > Aatest1

Change data shared Manage Sharing Docs Back Print or Export

Aatest1

Search:

Show To	Show This
AIDS R Us	Eligibility
Bill's Mediocre Domain	Nothing shared
Btest1	Nothing shared

9. Click *Edit*.

Administrative Options > Provider Management > Provider Sharing Overview > Aatest1 > Change data shared > Edit

Save Cancel

Edit

Share Data From Provider:

Share Data To Provider:

Clinical:

Service:

Case Notes:

Custom Subform:

Form Designer:

Appointment:

Eligibility:

10. Check each data type to be shared to the Share Data To Provider.

11. Click Save.

The data types shared are listed in the Show This column for that provider.

Administrative Options > Provider Management > Provider Sharing Overview > Aatest1

Change data shared Manage Sharing Docs Back Print or Export

Aatest1

Search:

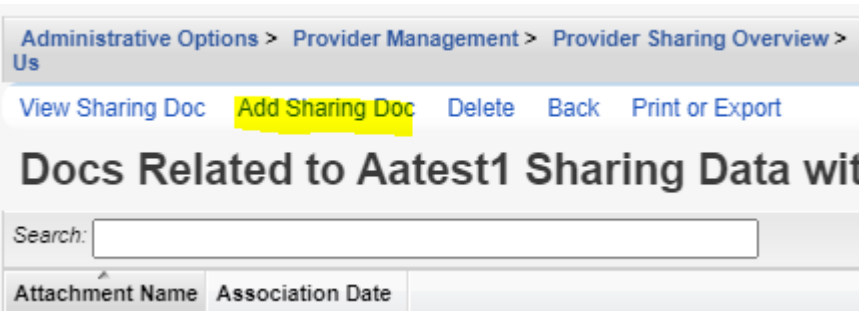
Show To	Show This
AIDS R Us	Eligibility, Clinical, Service
Bill's Mediocre Domain	Nothing shared
Btest1	Nothing shared
California Domain	Nothing shared

In addition to attached documents in to attachments shared in each data types, *Providers* can add shared documents by clicking *Manage Sharing Docs*.

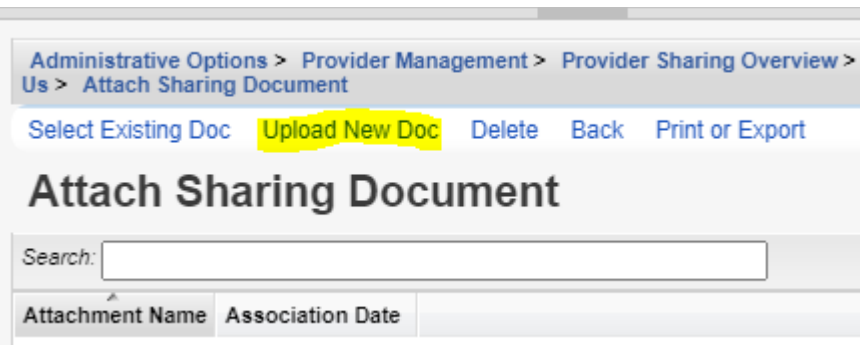


Follow these instructions to *Manage Shared Docs*:

1. Select a *Show To Provider*.
2. Click *Manage Sharing Docs*.
3. Click *Add Sharing Doc*.



4. Click *Upload New Doc*.



5. Click *Choose File*.
6. Select the document.
7. Click *Open*.
8. Click *Attach Sharing Doc*.

Administrative Options > Provider Management > Provider Sharing Overview > Us

[View Sharing Doc](#) [Add Sharing Doc](#) [Delete](#) [Back](#) [Print or Export](#)

Docs Related to Aatest1 Sharing Data with

Search:

Attachment Name	Association Date
Test Upload Word	4/16/2021

View Sharing Doc – allows the user to review the document.

Delete – deletes the document.

Once Provider by Provider Sharing settings are complete data for that data type appears in lists for the Show To Provider with the Provider name for the Sharing Provider.

Client Resolution > View More Information > Personal Info > Demographics > Services

[View](#) [Add](#) [Delete](#) [Receipts](#) [Help](#) [Print or Export](#)

Services

Search:

Date	Subservice	Contract	Units	Price	Total	Amour	Provider
04/16/2021	COVID Medications	Atest Test Contract	1	0.0000	0.0000		Aatest1
04/16/2021	Clinical	Main ADAP Contract	1	0.0000	0.0000		AIDS R Us