

Users can view attached documents from other providers by enabling [Data Sharing](#) options. This can reduce the number of documents providers need to upload for their clients as other providers may have already collected the documents and uploaded them to CAREWare. Sharing attached documents between providers can save time and data storage space.

To share documents between providers, the location where the custom attachment fields are active for those providers need to be shared. If two providers intend to share documents for Eligibility, those providers need to enable data sharing for Eligibility and the attachment [custom control](#) needs to be active for Eligibility for both providers.

In this example, the provider Tester and the provider Default each have *Provider by Provider Sharing* enabled for Eligibility.

The Default provider has enabled data sharing for *Eligibility* to the Tester provider.

Show To	Show This
Marianas Tre	Clinical, Service, Case n
tester	Eligibility
adap	Nothing shared

The Tester provider has enabled data sharing for Eligibility to the Default provider.

Show To	Show This
adap	Clinical, Service
Marianas Tre	Clinical, Service
test	Clinical, Service
Default	Eligibility

Here we can see the client's Eligibility record includes records from Default and Tester.

Date	Is Eligible	Funding Source	Ryan White Funded	Provider	Comment
05/14/2021	Yes	Part A	Yes	Default	
05/14/2021	Yes	Part B	Yes	tester	
01/01/2018	Yes	Part A	Yes	tester	
11/01/2014	Yes	Part D	Yes	tester	System Generated

User's can click the records for each provider and view the documents in the *Eligibility* record.

Find Client > Search Results > Demographics > Eligibility

View Add Edit Delete Help Back Print or Export

### Eligibility History

Search:

Date	Is Eligible	Funding Source	Ryan White Funded	Provide	Comment
05/14/2021	Yes	Part A	Yes	Default	
05/14/2021	Yes	Part B	Yes	tester	
01/01/2018	Yes	Part A	Yes	tester	
11/01/2014	Yes	Part D	Yes	tester	System Generated

The custom controls *Attachments* and *Consent Form* are active for both providers.

Find Client > Search Results > Demographics > Eligibility > View

Edit Back

### View

Eligibility Date: 05/14/2021

Is Eligible: Yes

Funding Source: Part A

Accesorio Bebe:

Addressed?:

ADHD/hyperactivity:

Adherence to Cotrimoxazole:

Annual Custom 1:

Age entering HIV care:

Attachments: [0 Attachments](#) (Access in view mode only)

Consent Form: [1 Attachments](#) (Access in view mode only)

Here the user can view the consent form from the Default provider.

Find Client > Search Results > Demographics > Eligibility > View > 1 Attachments

View Add Edit Delete Link Back Print or Export

### Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	5/14/2021	cwtemp	5/14/2021	cwtemp	.pdf	Consent Form Example Default

By clicking the second record, the user can view the consent form for the Tester provider.

Find Client > Search Results > Demographics > Eligibility > View > 1 Attachments

View Add Edit Delete Link Back Print or Export

### Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	5/14/2021	cwtemp	5/14/2021	cwtemp	.pdf	Consent Form Example Tester

The ability to review documents from multiple providers means user's can reduce duplication in uploaded documents and quickly review documents required for the client to meet eligibility. In this case, the provider can see the client has consent forms for both Part A and Part B eligibility complete.

Users can also link documents to other custom field locations by clicking the *Link* button.

Find Client > Search Results > Demographics > Eligibility > View > 2 Attachments

View Add Edit Delete **Link** Back Print or Export

### Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	5/14/2021	cwtemp	5/14/2021	cwtemp	.pdf	Consent Form Example <b>Tester</b>

Here a document from Custom Tab 1 is listed as an option to link to *Eligibility*.

Find Client > Search Results > Demographics > Eligibility > View > 1 Attachments

**Link** Back Print or Export

### Linkable Attachments

Search:

Name	Type	Content Type	Secure	File Date	Att. User	Attach Date	Mod User
1 Letter	.doc	doc		5/9/2019	cwtemp	5/9/2019	cwtemp

The linked document now appears in the Eligibility attachment list.

Find Client > Search Results > Demographics > Eligibility > View > 2 Attachments

View Add Edit Delete **Link** Back Print or Export

### Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	5/14/2021	cwtemp	5/14/2021	cwtemp	.pdf	Consent Form Example Tester
<b>doc</b>	5/9/2019	cwtemp	5/9/2019	cwtemp	.doc	1 Letter

For *Custom Client Tabs* and *Custom Annual Review*, users only need to upload the files to share them across providers. These are considered *Common Client Data* fields. Common Client Data fields can be viewed in any provider the client is active for.

Find Client > Search Results > Demographics

Back

### Demographics

- Eligibility: Ryan White Eligible
- HIV Status: HIV-positive (not AIDS) HIV Date: 03/10/2018
- Common Notes: No description supplied
- Provider Notes: No description supplied
- Custom Tab 1: View or Edit the client's Custom Tab 1 information

Find Client > Search Results > Demographics > Custom Tab 1

Edit Back

### Custom Tab 1

Attachments: **1 Attachments** (Access in view mode only)

Case Manager:

Adherence to Cotrimoxazole:

Test Combobox:

ARV Adherence Assessment:

In this case, *Custom Tab 1* has attached documents for the Default and Tester Providers. Sharing documents in the custom client tabs can occur regardless of data sharing being enabled.

Find Client > Search Results > Demographics > Custom Tab 1

View Add Edit Delete Link Back Print or Export

### Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
doc	5/14/2021	cwtemp	5/14/2021	cwtemp	.doc	Attachment Example <b>Default</b>
doc	5/14/2021	cwtemp	5/14/2021	cwtemp	.doc	Attachment Example <b>Tester</b>
doc	5/9/2019	cwtemp	5/9/2019	cwtemp	.doc	1 Letter