

## HIFIS – Cheat Sheets

# Changing Consent Types

For Service Providers in the City of Lethbridge



### Questions?

Speak with your site administrator, who can email us at [HIFIS@lethbridge.ca](mailto:HIFIS@lethbridge.ca), or submit a support ticket at [HIFIS - City of Lethbridge](#) on your behalf.

## HIFIS – Changing Consent Types

Consent Type	Is Change Allowed?	Permitted Changes
Coordinated Access + Explicit	Yes	<ul style="list-style-type: none"> <li>Explicit</li> </ul>
Explicit	Yes	<ul style="list-style-type: none"> <li>Coordinated Access + Explicit</li> </ul>
Declined – Anonymous	Yes	<ul style="list-style-type: none"> <li>Coordinated Access + Explicit</li> <li>Explicit</li> </ul>
Inherited	Yes	<ul style="list-style-type: none"> <li>Coordinated Access + Explicit</li> <li>Explicit</li> </ul>

Consent Type	Are There Restrictions?	Restricted Changes
Coordinated Access + Explicit	Yes	<ul style="list-style-type: none"> <li>Declined – Anonymous</li> <li>Inherited</li> </ul>
Explicit	Yes	<ul style="list-style-type: none"> <li>Declined – Anonymous</li> <li>Inherited</li> </ul>
Declined – Anonymous	Yes	<ul style="list-style-type: none"> <li>Inherited</li> </ul>
Inherited	Yes	<ul style="list-style-type: none"> <li>Declined – Anonymous</li> </ul>

### How To Change to a Permitted Consent Type

1. Search your client > Client – Details > Client Information > Consent > Client – Consent List
2. Select **+ Add Consent**
3. Select the permitted Consent Type
4. The Start/End Dates will appear, so ensure the dates are accurate
5. Select Save

### How to Change to a Restricted Consent Type

1. **Create a new Client Record:** Clients > + Add Client > Add your client again with the updated consent type
2. Select Save
3. Contact [hifis@lethbridge.ca](mailto:hifis@lethbridge.ca) to request a **Client Merge** (Provide the Client Name, old Client ID, & new Client ID with updated consent).
  - All existing case work data will transfer from the old client file with the old consent, to the new client file with the updated consent type.