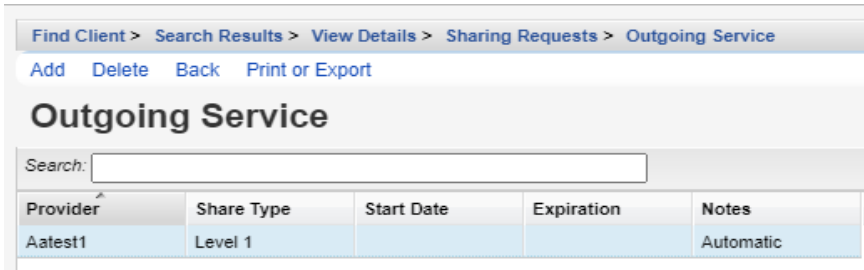


*Client by Client Sharing* allows *Providers* to select specific clients active in both providers to have shared records displayed. Once *Client By Client Sharing* is enabled for a provider under [Provider Setup](#), sharing requests appear in the client record for the data type shared between those providers.

To review *Sharing Requests* follow these instructions:

1. Go to the *Show to Provider*.
2. Click *Find Client*.
3. Enter search criteria.
4. Click the client in the search results.
5. Click *View Details*.
6. Click *Sharing Requests*.

7. Click an incoming or outgoing sharing request.

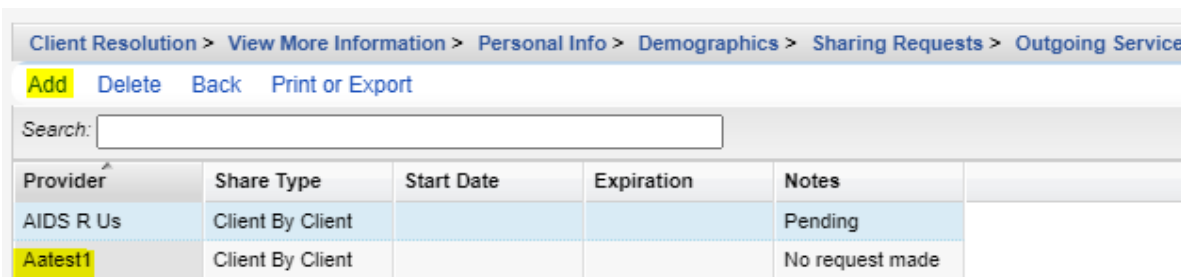


The screenshot shows a web interface for 'Outgoing Service'. At the top, there is a breadcrumb trail: 'Find Client > Search Results > View Details > Sharing Requests > Outgoing Service'. Below this are links for 'Add', 'Delete', 'Back', and 'Print or Export'. A search box is present. The main table has the following data:

Provider	Share Type	Start Date	Expiration	Notes
Aatest1	Level 1			Automatic

If *Automatic* is listed under Notes, the sharing request is automatically granted. This typically occurs when *Provider By Provider Sharing* was set for the providers.

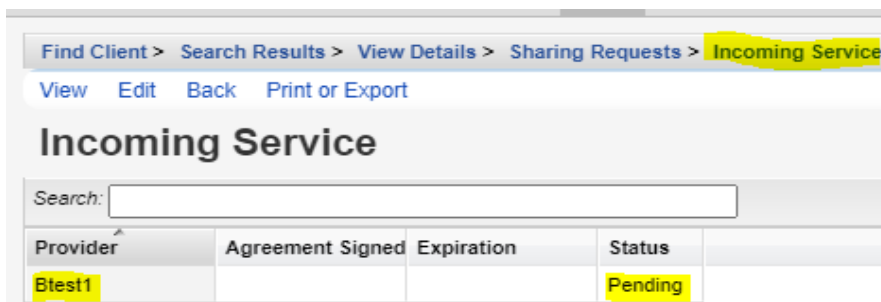
If *No request made* is listed in Notes, a user can initiate the request by selecting that *Provider* and clicking *Add*.



The screenshot shows a web interface for 'Outgoing Service'. At the top, there is a breadcrumb trail: 'Client Resolution > View More Information > Personal Info > Demographics > Sharing Requests > Outgoing Service'. Below this are links for 'Add', 'Delete', 'Back', and 'Print or Export'. A search box is present. The main table has the following data:

Provider	Share Type	Start Date	Expiration	Notes
AIDS R Us	Client By Client			Pending
Aatest1	Client By Client			No request made

If *Pending* is listed in Notes, the *Sharing Provider* needs to accept the request under *Incoming Requests* for that client.

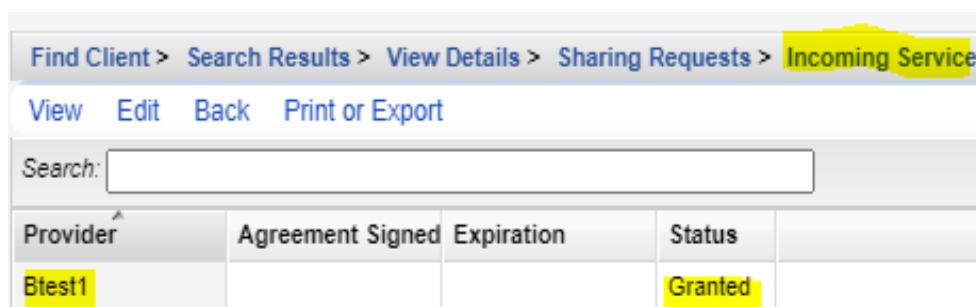


The screenshot shows a web interface for 'Incoming Service'. At the top, there is a breadcrumb trail: 'Find Client > Search Results > View Details > Sharing Requests > Incoming Service'. Below this are links for 'View', 'Edit', 'Back', and 'Print or Export'. A search box is present. The main table has the following data:

Provider	Agreement Signed	Expiration	Status
Btest1			Pending

The *Incoming Sharing Request* can be accepted by following these instructions:

1. Click the Pending request.
2. Click *Edit*.
3. Select the *Status Label* (Denied, Granted, or Pending).
4. Click *Save*.



The screenshot shows a web interface for 'Incoming Service'. At the top, there is a breadcrumb trail: 'Find Client > Search Results > View Details > Sharing Requests > Incoming Service'. Below this are links for 'View', 'Edit', 'Back', and 'Print or Export'. A search box is present. The main table has the following data:

Provider	Agreement Signed	Expiration	Status
Btest1			Granted

Find Client > Search Results > View Details > Sharing Requests > **Outgoing Service**

Add Delete Back Print or Export

## Outgoing Service

Search:

Provider	Share Type	Start Date	Expiration	Notes
AIDS R Us	Client By Client			<b>Granted</b>
Aatest1	Client By Client			No request made

Once the *Incoming Sharing Request* is granted, the shared records appear in the client record for the *Sharing Provider*.

Find Client > Search Results > View Details > **Services**

View Add Delete Receipts Help Print or Export

## Services

Search:

Date	Subservice	Contract	Units	Price	Total	Amour	Provider
04/16/2021	COVID Medications	Btest Contract	1	0.0000	0.0000		<b>Btest1</b>
04/16/2021	COVID Medications	Atest Test Contract	1	0.0000	0.0000		Aatest1
04/16/2021	Clinical	Main ADAP Contrac	1	0.0000	0.0000		AIDS R Us