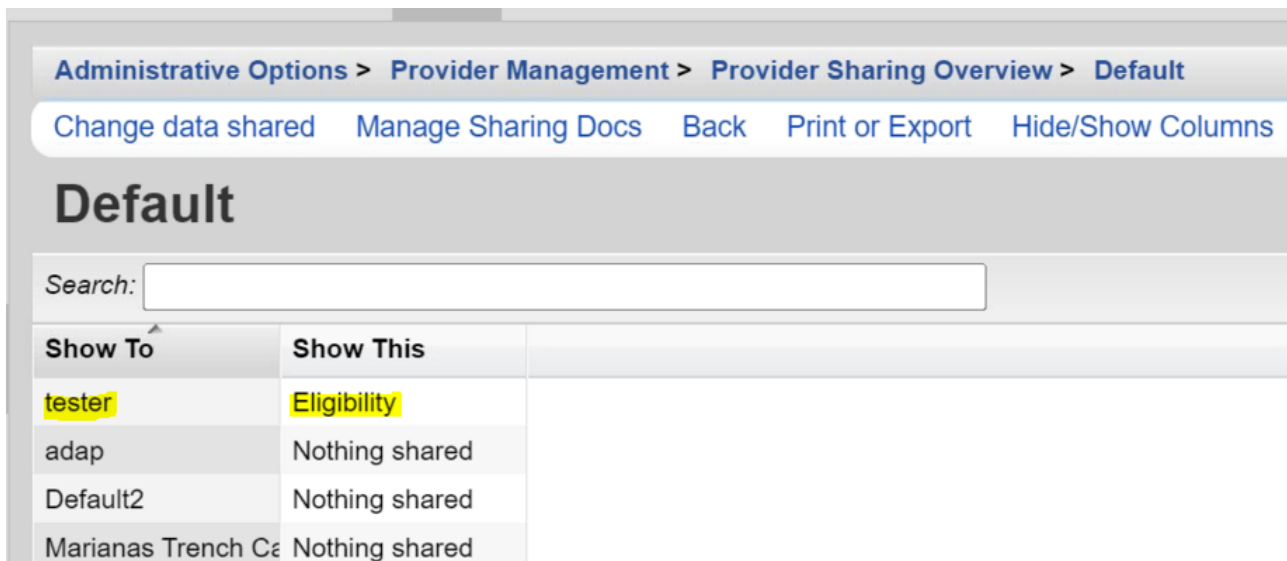


Users can view attached documents from other providers by enabling [Data Sharing](#) options. This can reduce the number of documents providers need to upload for their clients as other providers may have already collected the documents and uploaded them to CAREWare. Sharing attached documents between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



Administrative Options > Provider Management > Provider Sharing Overview > Default		
Change data shared Manage Sharing Docs Back Print or Export Hide/Show Columns		
Default		
Search: <input type="text"/>		
Show To	Show This	
tester	Eligibility	
adap	Nothing shared	
Default2	Nothing shared	
Marianas Trench Ca	Nothing shared	

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

Administrative Options > Provider Management > Provider Sharing Overview > tester

[Change data shared](#) [Manage Sharing Docs](#) [Back](#) [Print or Export](#) [Hide/Show Columns](#)

tester

Search:

Show To	Show This
adap	Clinical, Service
Marianas Trench Ca	Clinical, Service
test	Clinical, Service
Default	Eligibility
Default2	Nothing shared

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

Find Client > Search Results > Demographics > Eligibility History

[View](#) [Start](#) [Stop](#) [Edit](#) [Delete](#) [Help](#) [Back](#) [Print or Export](#) [Hide/Show Columns](#)

Eligibility History


Search:

Date	Is Eligible	Funding \$	Ryan White Funde	Provide	Comment
06/28/2023	Yes	Part A	Yes	Default	
06/28/2023	Yes	Part B	Yes	tester	
09/21/2016	No	Part B	Yes	tester	

Users can click the records for each provider and view the documents in the *Eligibility* record.

Find Client > Search Results > Demographics > Eligibility History					
View	Start	Stop	Edit	Delete	Help Back Print or Export Hide/Show Columns
Eligibility History					
Search: <input type="text"/>					
Date	Is Eligible	Funding S	Ryan White Funde	Provide	Comment
06/28/2023	Yes	Part A	Yes	Default	
06/28/2023	Yes	Part B	Yes	tester	
09/21/2016	No	Part B	Yes	tester	

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

Find Client > Search Results > Demographics > Eligibility History > View	
Edit	Back
View	
Eligibility Date:	06/28/2023 
Is Eligible:	Yes
Funding Source:	Part A
Attachments:	0 Attachments (Access in view mode only)
Consent Form:	1 Attachments (Access in view mode only)
Comment:	

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

[Find Client](#) > [Search Results](#) > [Demographics](#) > [Eligibility History](#) > [View](#)

[View](#) [Add](#) [Edit](#) [Delete](#) [Link](#) [Back](#) [Print or Export](#) [Hide/Show Columns](#)

Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	Fi	File Name
Consent Form PDF	6/28/2023	cwtemp	6/28/2023	cwtemp	.p	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 History](#) > [View](#) > [0 Attachments](#)

[View](#) [Add](#) [Edit](#) [Delete](#) [Link](#) [Back](#) [Print or Export](#) [Hide/Show Columns](#)

Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	6/29/2023	cwtemp	6/29/2023	cwtemp	.pdf	Consent Form Example Tester

The ability to review documents from multiple providers means users 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 completed.

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

[Find Client](#) > [Search Results](#) > [Demographics](#) > [Eligibility History](#) > [View](#) > [0 Attachments](#)

[View](#) [Add](#) [Edit](#) [Delete](#) [Link](#) [Back](#) [Print or Export](#) [Hide/Show Columns](#)

Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	6/29/2023	cwtemp	6/29/2023	cwtemp	.pdf	Consent Form Example Tester

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

Find Client > Search Results > Demographics > Eligibility History > View > 0 Attachments > Link

Link Back Print or Export Hide/Show Columns

Linkable Attachments

Search:

Name	Type	Content Type	Secure	File Date	Att. User	Attach Date	Mod User
Medical abbreviations LSU	.pdf	pdf		10/17/2018	cwtemp	10/17/2018	cwtemp
1 Letter	.doc	doc		7/10/2015	cwtemp	10/17/2018	cwtemp

The linked document now appears in the Eligibility attachment list.

Find Client > Search Results > Demographics > Eligibility History > View

View Add Edit Delete Link Back Print or Export Hide/Show Columns

Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	File Type	File Name
Consent Form PDF	6/29/2023	cwtemp	6/29/2023	cwtemp	.pdf	Consent Form Example Tester
doc	10/17/2018	cwtemp	10/17/2018	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 > Custom Tab 1

Edit Back

Custom Tab 1

Attachments: **2 Attachments** (Access in view mode only)

Case Manager:

Adherence to Cotrimoxazole:

HIV Status CDC defined AIDS HIV Date: 01/01/2014

Common Notes No description supplied

Provider Notes Provider Notes

Custom Tab 1 View or Edit the client's Custom Tab 1 information

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 > 0 Attachments

View Add Edit Delete Link Back Print or Export Hide/Show Columns

Attachments

Search:

Content Type	Attach Date	Attach User	Mod Date	Mod User	Fi	File Name
doc	10/17/2018	cwtemp	10/17/2018	cwtemp	.d	1 Letter
pdf	6/29/2023	cwtemp	6/29/2023	cwtemp	.p	Attachment Example Default
pdf	6/29/2023	cwtemp	6/29/2023	cwtemp	.p	Attachment Example Tester
pdf	10/17/2018	cwtemp	10/17/2018	cwtemp	.p	Medical abbreviations LSU