

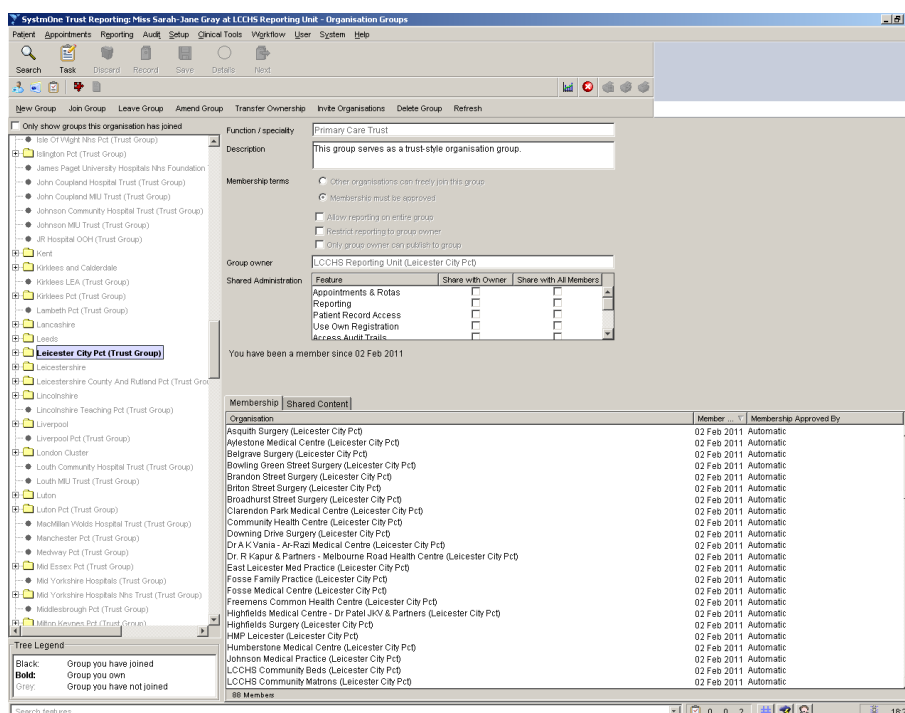
HOW TO ADD A PRACTICE TO THE “GENVASC” ORGANISATION GROUP

The GENVASC consent forms have been shared only with a specific group of practices, known as the “GENVASC” organisation group.

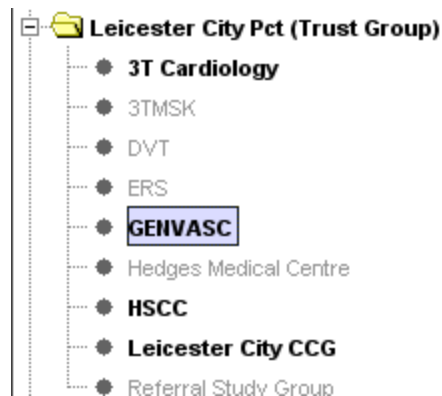
In order to be able to add the forms to your toolbar and use them in a patient record you must first become a member of this organisation group.

NOTE: This step **must** be performed by a staff member with System Administrator access rights. This might be a Practice Manager, Admin or Reception Manager or Lead GP.

- 1) Click on **Setup > Users & Policy > Organisation Groups**
- 2) A list of groups across the country will be displayed on the left-hand side of the screen. Scroll down this list until you find **Leicester City PCT (Trust Group)** – it will likely be the only one in bold



- 3) Click on the **[+]** next to Leicester City PCT (Trust Group) to see all of the groups within Leicester. Left-click on **GENVASC** in the list to select it.



- 4) You will be shown a list of all of the other practices who are currently part of this group. To request membership, and therefore access the GENVASC forms, click on the **Join Group** button.



- 5) You are now part of the GENVASC group and will be able to access the GENVASC forms.