

# Northern Ireland - Key Information Summary (KIS) Consent

This quick reference guide explains how to record **Key Information Summary (KIS) consent** in Northern Ireland.

## What is Key Information Summary?

**Key Information Summary (KIS)** is an extension to **Emergency Care Summary (ECS)** replacing the need to fax **Special Notes** to Out of Hours (OOHs) and Secondary Care services. The following patient information uploads:

- **Special Note** - Equivalent to faxing the 'Special Note'.
- **Summaries for Out of Hours (OOH) agencies** - This consists of information from the patient's medical history if deemed clinically relevant. It also contains administration information, such as keypad numbers to assist out of hours staff in gaining access to the patient's home in an emergency.

**KIS** is designed to be used for patients with:

- Long term conditions
- Mental health issues
- Unusual conditions. For example, patients who may have difficulty in remembering crucial details if they become ill

## Why Record KIS Consent?

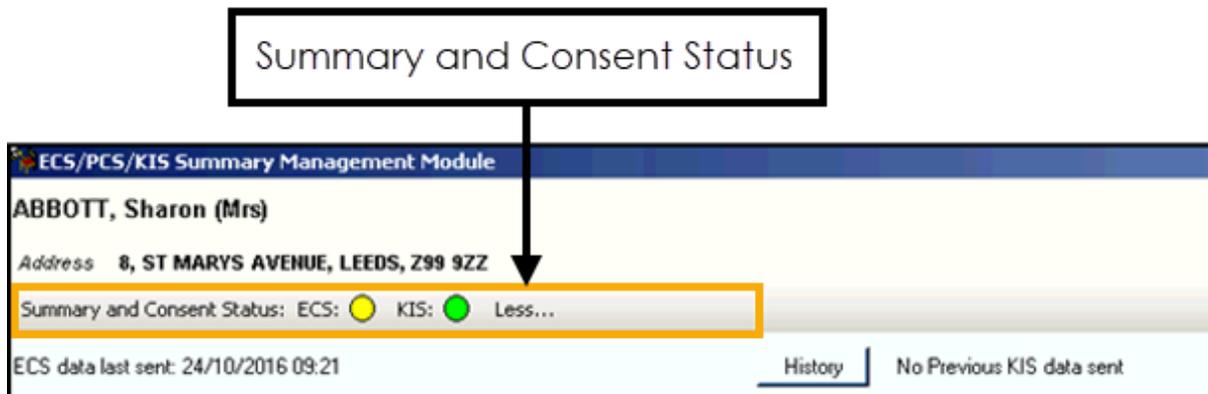
For a patient's KIS data to be uploaded you must record:

- **KIS Consent** - See [Recording KIS Consent](#) on page 3.
- **Decision to send KIS** - See [Recording a Decision to Send/Not Send KIS](#) on page 5.
- **Special Note** (optional) - See [Recording or Updating a Special Note](#) on page 6.

## Viewing Consent Status

To view a patient's consent status, from **Consultation Manager**, with the patient selected, select **List - ECS Summary Management**.

The **ECS/KIS Summary Management** screen displays. The **Summary and Consent Status** displays at the top of the screen with a traffic light:



 **Note** - Only patients who are permanently registered are eligible for KIS consent.

## Consent Traffic Lights

**Consent Status** traffic lights cover both **ECS** and **KIS** and indicate the following:



-  (yellow) applies to **ECS** only and covers implied patient consent. **ECS data is sent.**
-  (green) **ECS/KIS** patient consent is recorded. **KIS and ECS data is sent.**
-  (red) **ECS data is not sent** because **ECS** consent is declined. **KIS data is not sent** because:
  - No **KIS** consent is recorded
  - **KIS** consent is recorded but there is no decision to send **KIS**
  - **KIS** consent is declined

 **Note** – If a patient changes their mind after consenting to **KIS**, the traffic light turns red. A blank summary is sent to override their previous summary.

## Recording KIS Consent

To record **KIS** consent:

1. From **Consultation Manager**, select **List – ECS Summary Management**.
2. From **Summary and Consent Status** select **More**
3. Select **Change**  within the **KIS** section:

No Previous KIS data sent

No KIS consent status recorded

Decision to send KIS

4. The **Consent for KIS upload** screen displays:

Consent options

Override options

**Consent**

KIS Consent Given

KIS Consent Declined

Lacks Capacity

**Override**

Override Dissent  Patient aware of override

Reason for override:

Notes

Lack Capacity

Where appropriate, record notes

Complete as required:

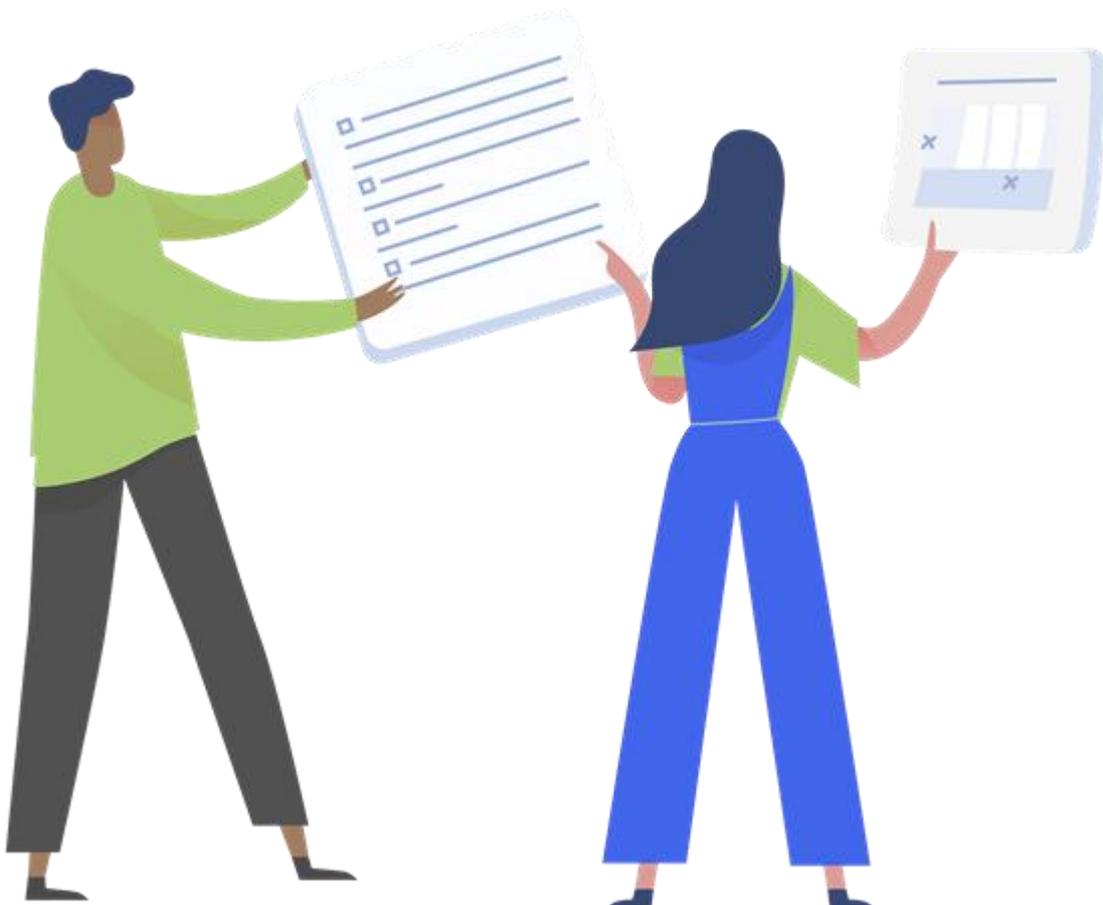
- **KIS Consent Given** - Tick if the patient agrees to a KIS upload.
- **KIS Consent Declined** - Tick if the patient refuses a KIS upload.
- **Lacks Capacity** - Tick to record Lacks Capacity. The clinical term **9NdL.00 Lacks capacity to give consent (Mental Capacity Act 2005)** is recorded to the patient record. This is equivalent to the patient agreeing to a KIS upload.
- **Override Dissent** - Tick to override dissent.
- **Patient aware of override** - Select if appropriate.
- **Reason for Override** - Select from the available list.
- **Notes** - Enter as required. Usually a short explanation of the override decision. For example, young person at risk, dementia patient.

5. Select **OK** to save and close.

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 **Note** - The **KIS Consent Status** traffic light automatically turns **Green** if consent is recorded and a **Decision to send KIS** recorded. The traffic light is **Red** if consent is refused or you have not yet recorded a decision to send.

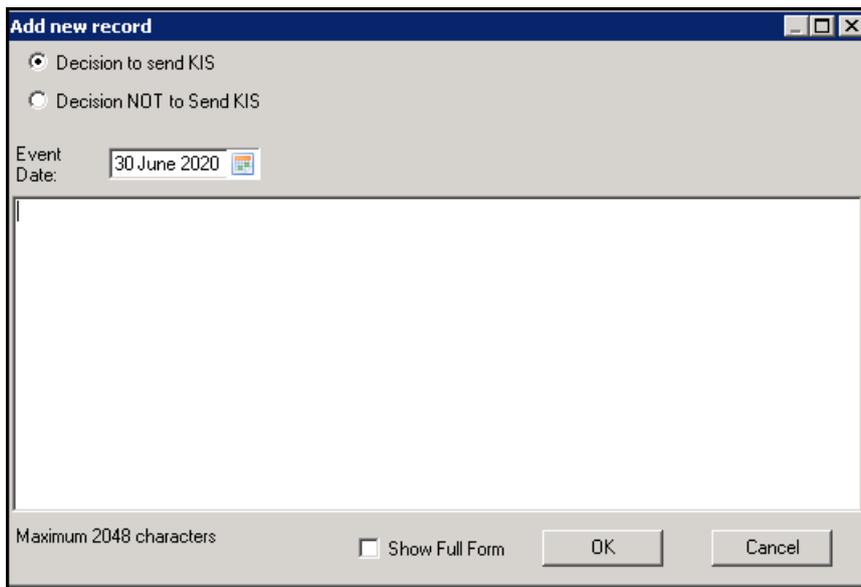
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## Recording a Decision to Send/Not Send KIS

In addition to **KIS Consent** you must record a **Decision to Send/Not Send KIS** for the patient's summary to be uploaded to OOH's:

1. From **Consultation Manager**, select **List - ECS Summary Management**.
2. From **Summary and Consent Status** select **More** .
3. Select **Decision to send KIS** .
4. The **Add new record** screen displays, select **Decision to send KIS** or **Decision NOT to send KIS** as appropriate:



5. Enter comments as required.
6. Select **OK** to save and return to the **ECS Summary Management** screen.

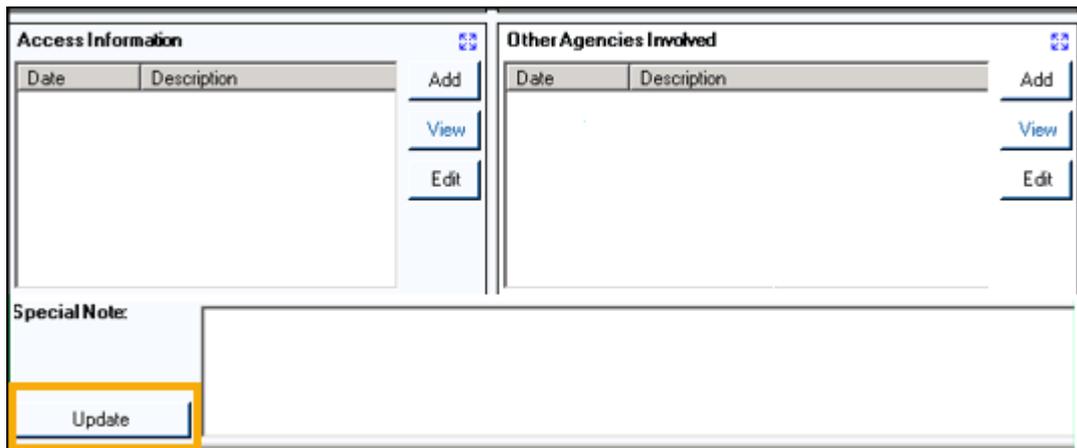
 **Note** - You can reverse your decision at any time. If data has already been sent, selecting **Decision NOT to send KIS** removes the data.

## Recording or Updating a Special Note

The purpose of a **Special Note** is to include useful information regarding a patient to share with other organisations. It is important because it can be sent if **KIS** consent is denied, and **KIS** overridden.

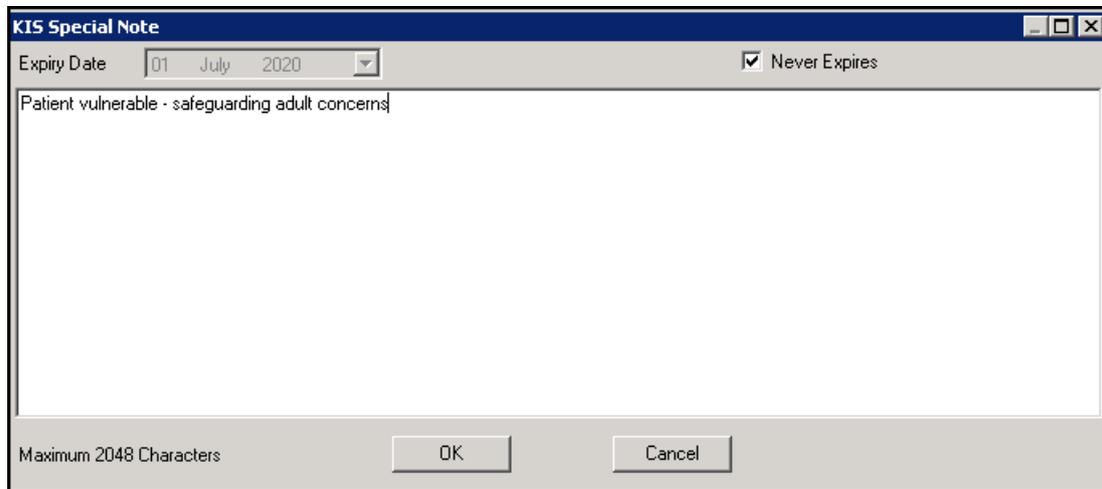
To record a **Special Note**:

1. From **Consultation Manager**, select **List - ECS Summary Management**.
2. From **Key Information Summary**, select **Special Note - Update**:



The screenshot shows a software interface with two tables at the top: 'Access Information' and 'Other Agencies Involved'. Both tables have columns for 'Date' and 'Description', and buttons for 'Add', 'View', and 'Edit'. Below the tables is a large text area labeled 'Special Note:'. At the bottom left of this area, an 'Update' button is highlighted with a yellow border.

3. The **KIS Special Note** screen displays, record the information you want other organisations to be aware of:



The screenshot shows a dialog box titled 'KIS Special Note'. It has an 'Expiry Date' field set to '01 July 2020' and a checked checkbox for 'Never Expires'. The main text area contains the text 'Patient vulnerable - safeguarding adult concerns'. At the bottom, there are 'OK' and 'Cancel' buttons, and a note that says 'Maximum 2048 Characters'.

4. If this information has an expiry date, remove the tick from **Never Expires** and select an expiry date from the **Expiry Date** calendar.
5. Select **OK** to save and close.

 **Note** – Only the most recent **Special Note** is sent overwriting any previous notes. On expiry the **Special Note** is overwritten with a blank record.

6. The date the **Special Note** is created and expiry date, if applicable, displays under the **Special Note** header:

<b>Special Note:</b> Created 01/07/2020 No expiry date <input type="button" value="Update"/>	Patient vulnerable - safeguarding adult concerns
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**i** **Important** – Where a patient has withdrawn **ECS consent** and therefore, **KIS consent** is overridden, a **Special Note** must be recorded and sent. The **KIS** consent traffic light then displays as green and the **ECS** traffic light displays as red.

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