

NORSe Share - Quick Reference Guide

About NORSE security and sharing NORSE referral request information

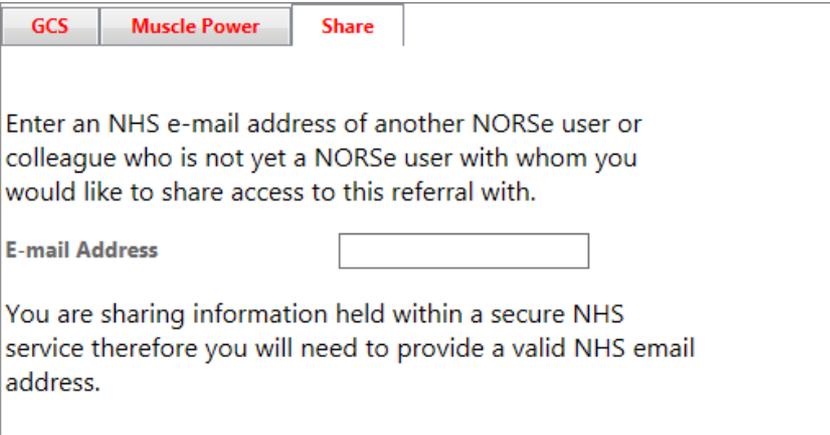
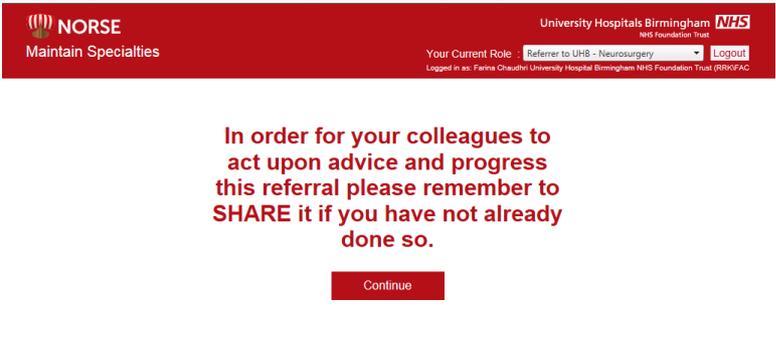
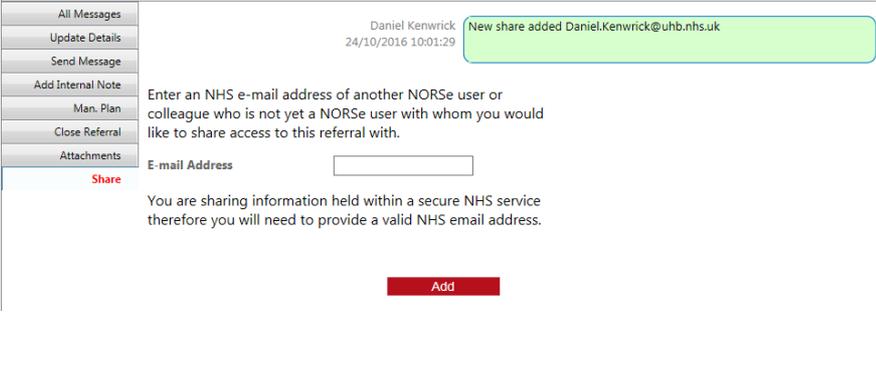
NORSE has been designed to allow busy clinicians to quickly register online to use NORSE and submit referral requests to specialist services. To ensure NORSE information is secure and only available to the appropriate NHS clinicians the following security measures are in place:

- NORSE is only available on the N3 network – N3 is a private data network designed to ensure confidentiality, integrity and availability
- SSL certification is applied to NORSE traffic across N3 to encrypt the data to HSCIC standards and comply with the Data Protection Act and Caldicott principles
- NORSE should only be accessed using supported browsers due to security and encryption methods
- Data is held on NHS servers at the specialist hub
- Registered referrer users can only view referrals they have logged or have been shared with them by another registered NORSE user.

What does 'SHARE' mean on NORSE?

In the section above, the point highlighted in red text means that as a NORSE referrer user you are only able to view referral requests that you have initiated or that one of your colleagues or a clinician at the specialist service has invited you to view. The term 'share' refers to this deliberate invitation from one NORSE user to another.

How to Share a Referral

	<p>Sharing a New Referral When creating a new referral, you can add a share by going to the 'Share' tab within Clinical Details.</p> <p>NB You can only share a referral to an NHS (e.g. NHS.net) or nhs.uk email address.</p>
	<p>Share Prompt It is important that you share referrals to other clinicians within your Trust, therefore you may receive a prompt similar to this one, asking you to share the referral.</p>
	<p>Sharing an Existing Referral Once a referral is submitted, you can still share the referral.</p> <p>Open the referral and go to the 'Share' tab. Here you can enter an E-mail address and click 'Add'.</p>
<p>All NORSE Users who have been shared this referral</p> <p>daniel.kenwick@uhb.nhs.uk</p> <p>Remove Me</p>	<p>Removing a Share If you have had a referral shared to you, but would no longer like to see updates for that referral you can remove yourself from the shared list.</p> <p>To do this, open the referral and navigate to the 'Share' tab. You can then select the 'Remove Me' option.</p>