

# Edinburgh Fertility Centre

## Online Consent Forms for Donors

### Patient Information Sheet

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At the Edinburgh Fertility Centre, we use a secure online patient portal to provide you with consent forms related to your treatment. This sheet is intended to answer some frequently asked questions and assist you in navigating the portal to complete your consents, ensuring you feel confident and comfortable with your answers before you proceed with treatment. You will be required to complete consent forms for all cycles of treatment, so keep this sheet somewhere safe for future use.

***If this is your first time using the patient portal, please ensure you read the following information before completing your consent forms. If you have used the portal previously, take a moment to refresh your memory.***

#### Things you need to know:

- When you first log in, you will be asked to upload photographic identification. Please use a passport. (A driver's license may only be used if you do not hold a passport.)
- You must work through the modules in order and complete them all.
- We advise setting aside time to work through your consent forms. As these can be quite detailed, we would recommend regular breaks. You do not have to complete all modules/forms at one time.
- Please ensure the information provided matches the identification you and you have uploaded, ensuring full names are used, avoiding nicknames.
- We advise that prior to your initial appointment you have a look over/familiarise yourself with the platform and we will be happy to answer any questions at this appointment.
- Egg donors will be required to complete consent forms for each individual cycle of treatment you undertake with us.
- As a rule, we ask that all forms are completed 2 working days before your appointments to allow our staff to review the documents. Failure to do so will result in your appointment being cancelled.

#### Getting started:

You will receive a text message at the same time from the sender NHSConsents. If this does not happen, please contact us. Once you have received this message, you are ready to login and get started. The text message includes:

- A link to the online consent portal (<https://edinburgh.ivfscotland.com/>)
- Your patient ID (your fertility number + either F or M)
- A key phrase

Once logged in, you will be prompted to create your own password. We suggest using a memorable password that you will remember for each time you log in. *Click the "Forgot Password?" link to reset your password if required.*

If this is *not* your first time using the consents portal, you will receive a new login for each round of treatment, however your Patient ID will remain the same. This ID links all cases to you and allows us to track all of your information.

#### Timeline of Consents:

##### First cycle of treatment at EFC:

- Before your initial appointment, you will have been issued with your pre-consultation consent forms. At this stage, you are required to complete the information modules & the following forms: Patient Questionnaire, Consent to blood tests prior to storage, Zika & Ebola declaration, and HFEA CD form.

**After your initial appointment, we will issue you with further consent forms specific to you and your treatment.**

Nurse Discussion Appointment: Before your Nurse Discussion appointment, you are required to login and complete the following forms: HFEA MD (for sperm donors), and the WD for egg donors.

**Failure to complete your consent forms before these appointments WILL result in your appointment being cancelled. This will not be rescheduled until consents are complete & may cause delays to treatment. If you are booked for treatment and have not received consents on the portal, please contact us urgently.**

Important information regarding HFEA forms:

All consent forms are a requirement for treatment, however the HFEA forms are provided by our governing body and contain vital information relating to your treatment.

HFEA CD Disclose Personal Information:

On the HFEA CD form (Section 3, 3.1) it asks if you consent to our centre contacting 3 key groups with your identifying information. By ticking all 3 options, you are consenting for us to:

- GP - Contact your GP to provide important information relating to your treatment.
- Other healthcare professionals - Submit a referral to another department for medical reasons relating to your treatment, if required.
- Auditors or Admin staff outside your clinic - If you are a self-funding patient, this allows us to contact our finance department with any future billing (for your treatment to go-ahead) and for auditing purposes by the HFEA.

You may be asked to re-complete a form due to errors or if you wish to change your answers after discussion with clinic staff. Unfortunately, we cannot modify individual sections and the whole form will need to be recompleted. We ask you do this as soon as possible to avoid delays.

If you have any concerns, problems logging into the portal or any other queries, please contact the centre on 0131 242 2409/2443 and one of the admin team will be able to assist you.