

NEW Account Request

 Existing account-Require Information Systems Access

Contact Information for Individual Requesting the Account (if OTHER than individual requiring access)

Form completed by: _____ Email: _____
Date: _____ Ph#: _____

Employee and Position Information (all fields required) for individual requiring access

First Name _____ Perm/Temp _____ PT or FT _____
Last Name _____ SHA Username: _____
if applicable
Job Title _____ SHA Email: _____
if applicable
Office of Dr(s) _____ % of time _____ Dept of _____

Site: _____ Floor _____ Rm #: _____

Information Systems Access Requests

IMPORTANT: College of Medicine or Physician Hired Administrative Assistants will have LIMITED access to SCM/SER information

Does the employee require access to: Sunrise Clinical Manager (SCM) Scanning
 Acute Care (View scanned historical patient health records
 Emergency Care for visits discharged on or after June 1, 2017)
 Ambulatory Care

Notice re Sunrise Clinical Manager (SCM) Access

2018.03.29 The Saskatchewan Health Authority (SHA)-Saskatoon, Privacy and Access Department have provided approval for non-SHA individuals to have **restricted access to Sunrise Clinical Manager (SCM)/Electronic Medical Records (EMR)/SER (Registration System)**. *Restricted access will provide you with the following information in SCM:*

→ Care providers on the visit they pull up, Health Issues (entered at ED), Addresses/Phone#s/Contacts, Insurance Info, Visit History and Current location

Does the employee require access to: eHRViewer

If yes, complete and submit the online request for access <https://services.ehealthsask.ca/myehealth/pages/selfService/register.xhtml>

NOTICE re eHR Viewer Access (eHR is a PROVINCIAL system)

The Viewer is a rich source of data containing patient demographic and visit information, ED physician documents from Saskatoon, all transcribed documents (e.g. consults, clinic notes), clinic notes from the Cancer Agency, lab results, medical imaging results, etc. Contact the eHS Viewer program for more information.

The types of information available in the eHR Viewer includes: Lab results, medication information, immunization information, discharge summaries, medical imaging reports, clinical encounters, structured medical records and chronic disease information

REQUIRED DOCUMENTS TO SUBMIT WITH ACCOUNT REQUEST FORM

- former SHR Remote Access Agreement
 - Required when requesting: New User Account and/or Information Systems Access
- SHA Confidentiality Agreement
 - Required when requesting: New User Account and/or Information Systems Access
- ITS User Password verification questions for non-SHR staff
 - Required when requesting: New User Account

SUBMIT COMPLETED FORM AND ALL REQUIRED DOCUMENTS TO: amy.ratcliffe@saskhealthauthority.ca