



# former Saskatoon Health Region

## Information Technology Services-Deployment

### PHYSICIAN on Tenant Service Agreement

### ASSET REQUEST FORM

Version 1.0

#### SHA Physician/Tenant Service Agreement

- Meaning the Physician/UofS does not own the device or the software. In the event that the physician leaves SHA it is agreed that the Desktop/Monitor will be returned to SHA.
- Currently the Tenant Service Agreement is under discussion provincially, until the agreement is finalized there will be no cost to the physician
- Once the agreement is finalized across the province,
  - Physicians will be charged a monthly fee for their SHA assets.
  - SHA will not retroactively charge the physicians, monthly charges will begin upon receipt of signed contracts for SHA Tenant Service Agreement between the Physician and SHA
  - SHA will transition the formal paperwork with Staff & Practitioner Staff Affairs to complete the contracts and bill as appropriate to those that are applicable for equipment and space.

#### DEPARTMENT CONTACT INFORMATION (\*\*all fields required\*\*)

Requested by: First Name and Last Name		Department Name	(306) Phone Number
Date of Request:		Due Date Requested By: (provide 3 weeks notice)	

#### PHYSICIAN INFORMATION

Physician Name	Contact #	Email Address
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#### OFFICE SPACE

SITE	ROOM/OFFICE #	JACK #/##s	<input type="checkbox"/> No jack in room <input type="checkbox"/> Wire-drop required (\$500-\$1000)
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If a wire-drop/additional wire-drop is required for the space this is at the cost of the department/physician

## ASSET REQUEST

**Indicate which asset you require and the quantity  
(Ex: 1 Laptop for Physician, 1 Desktop for Admin and 2 Monitors)**

<u>Hardware Devices</u>	<u>Quantity</u>	<u>Printers</u>	<u>Quantity</u>
Desktop - Dell 7050 Micro 8gb/256gb SSD		Small Printer (MS315)	
Laptop - Dell E7480 8gb/256gb SSD/14"		Medium Printer (MS610)	
23" Dell E2318H		Large Printer (MS810)	
24" Dell E2417H		Small MFP (MX310)	
27" Dell SE2716H		Medium MFP (MX511)	
34" Dell U3415W		Large MFP (MX810)	
Universal Laptop Dock		Color Printer (CS310)	
Extra Laptop Power Supply			
2nd Monitor Adapter			

**Request for Asset Not Listed Above (provide as much detail as possible)**

Request same assets and setup as the following physician in office: \_\_\_\_\_

If applicable, Name of Office Assistant: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Completed form can be submitted to [brian.klassen@saskhealthauthority.ca](mailto:brian.klassen@saskhealthauthority.ca)**

Saskatchewan Health Authority (SHA) ITS Service Desk-  
to request assistance **with an SHA** computer/printer/asset or telephone-related problems  
phone 1-888-316-7446

SHA Information Technology Services can not provide support for privately purchased/UofS assets.