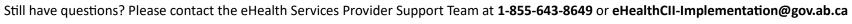
## Cheat Sheet: Which CPAR Forms Do I Need?

I NEED TO:	FORMS REQUIRED	REQUEST TYPE	COMMENTS
Add New Provider (clinic is already live on CII/CPAR)	Panel Request	Create New Panel	Panel admin form cannot be submitted until panel number has been received.
	Access Admin	Amend Existing	
	Panel Admin	Add/Remove Panel	
Remove a Provider	Panel Request	Terminate Panel	Access Admin and Panel Admin authorizations will be automatically removed for the terminated panel.
	Access Admin	-	
	Panel Admin	-	
Add New Access Admin	Panel Request	-	
	Access Admin	Register New	
	Panel Admin	-	
Remove Access Admin	Panel Request	-	Ensure clinic has an active Access Admin at all times. If an AA is leaving, please add a new AA prior to submitting this request.
	Access Admin	Terminate CPAR AA Role	
	Panel Admin	-	
Add Panel Admin	Panel Request	-	
	Access Admin	-	
	Panel Admin	Register New	
Remove Panel Admin	Panel Request	-	Ensure clinic has an active Panel Admin at all times. If a PA is leaving, please add a new PA prior to submitting this request.
	Access Admin	-	
	Panel Admin	Terminate Role	



Add Provider to Existing Access Admin	Panel Request	-	
	Access Admin	Amend Existing	Select the Add Provider/Panel Authorization
	Panel Admin	-	
Remove Provider from Access Admin	Panel Request	-	Ensure clinic has an active Access Admin at all times. If an AA is leaving, please add a new AA prior to submitting this request.
	Access Admin	Remove Provider/Panel Authorization	
	Panel Admin	-	
Add Panel to Existing Panel Admin	Panel Request	-	
	Access Admin	-	
	Panel Admin	Add/Remove Panel(s)	
Remove Panel from Panel Admin	Panel Request	-	Ensure clinic has an active Access Admin at all times. If an AA is leaving, please add a new AA prior to submitting this request.
	Access Admin	-	
	Panel Admin	Add/Remove Panel(s)	
Add New Provider to Existing Panel	Panel Request	Add/Remove Provider or Change Panel Name*	* Under "Provider Info" section, select "Add Provider" and enter provider details, & update panel name if needed, ** Select "Add Provider/Panel Authorization" and choose "Existing CPAR panel",
	Access Admin	Amend existing – Add Provider/Panel Authorization**	
	Panel Admin	-	
Remove Provider from Shared Panel	Panel Request	Add/Remove Provider or Change Panel Name*	* Under "Provider Info" section, select "Remove Provider" and enter provider details, & update panel name if needed,
	Access Admin	Remove Provider/Panel Authorization	
	Panel Admin	-	





Place Panel "In Transition"	Panel Request	In Transition	Panel will still produce CPAR reports and eNotifications (if applicable) but will not be able to accept new patients.
	Access Admin	-	
	Panel Admin	Add/Remove Panel(s)	
Add Additional Facility to Provider's Existing Panel	Panel Request	Add Facility or Change Facility*	A single panel is allowed to cover more than one clinic site only if those sites all share a single EMR instance.  * Under "Facility Information" select "Add Facility"
	Access Admin	Amend existing**	
	Panel Admin	-	** Enter new Facility ID under "Facility Authorizations"
Clinic is Closing	Panel Request	Terminate Panel	One Panel Request form is required per paneling provider. There are additional steps required in this scenario – please contact eHealth Services.
	Access Admin	-	
	Panel Admin	-	
Clinic Facility ID has Changed (i.e. clinic moved locations)	Panel Request	Add Facility or Change Facility	There are additional steps required in this scenario – please contact eHealth Services.
	Access Admin	Amend Existing	
	Panel Admin	Amend Existing	
Clinic is Switching to a Different CII/CPAR- Conformed EMR	Panel Request	-	Submit an updated Confirmation of Participation listing new EMR and participating providers/data types. Next steps will be provided after submission.
	Access Admin	-	
	Panel Admin	-	
Clinic is Switching to an EMR that is Not Conformed for CII/CPAR	Panel Request	Terminate Panel	One Panel Request form is required per paneling provider.
	Access Admin	-	
	Panel Admin	-	

