

# 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	

Still have questions? Please contact the eHealth Services Provider Support Team at **1-855-643-8649** or [eHealthCII-Implementation@gov.ab.ca](mailto:eHealthCII-Implementation@gov.ab.ca)

Add Provider to Existing Access Admin	Panel Request	-	Select the Add Provider/Panel Authorization
	Access Admin	Amend Existing	
	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	-	

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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” ** Enter new Facility ID under “Facility Authorizations”
	Access Admin	Amend existing**	
	Panel Admin	-	
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	-	

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