Community Information Integration (CII) and Central Patient Attachment Registry (CPAR)
CONFIRMATION OF PARTICIPATION - Primary Care and Pediatric Clinics

PART A - CLINIC DETAILS

Clinic Name	Clinic Address	Facility ID	WDFA

EMR Vendor & Product	Is your EMR shared with another clinic?	Name of Clinic(s) the EMR is shared with:
Choose an item.	☐ Yes ☐ No ☐ Not sure	

PCN Affiliation and Practice Facilitator (If applicable)	CII/CPAR Site Liaison (Primary)	Site Liaison (Alternate)
PCN:	Name:	
PF Name:	Role:	
Email:	Email:	
Phone:	Phone:	

PART B - CLINIC READINESS (All fields to be completed)

Have you completed the PIA Update Self-Assessment?	What type of PIA update is required?	Clinic EMR PIA Date	Is clinic live on Alberta Netcare?	Have you completed the Panel Readiness Checklist?	Is clinic actively participating in a capitation based Clinical Alternative Relationship Plan?
☐ Yes ☐ No ☐ Not sure	☐ None ☐ Minor ☐ Major ☐ Not sure	☐ Not sure	☐ Yes ☐ No ☐ Not sure	☐ Yes, every box checked ☐ No, checklist incomplete ☐ Not applicable (no panels)	☐ Yes ☐ No ☐ Not sure

PART C – PARTICIPATING PROVIDER(S)

	Provider Name and Email Address* (*required for access to CII/CPAR reports)	Provider PCN Membership None / not sure (drop down)	Participation Type			Specialty Skill Code[3] (if applicable)
			Encounters	Panels and eNotifications[1]	Consult Reports[2]	
1			☐	☐	☐	
2			☐	☐	☐	
3			☐	☐	☐	
4			☐	☐	☐	
5			☐	☐	☐	
6			☐	☐	☐	

[1] Primary provider choosing to submit panels and eNotifications, must submit encounters as well. Note: eNotifications are currently only available for MQ and Telus.

[2] Primary providers that write consults may choose to upload consults, provided they list their speciality in the specialty column.

[3] Guidance on speciality may found in Part C of the instructions.

PART C – PARTICIPATING PROVIDER(S)					
Provider Name and Email Address* (*required for access to CII/CPAR reports)	**Provider PCN Membership** **None / not sure (drop down)**	**Participation Type**			**Specialty Skill Code[3]** (if applicable)
		Encounters	Panels and eNotifications[1]	Consult Reports[2]	
7		☐	☐	☐	
8		☐	☐	☐	
9		☐	☐	☐	
10		☐	☐	☐	
11		☐	☐	☐	
12		☐	☐	☐	
13		☐	☐	☐	
14		☐	☐	☐	
15		☐	☐	☐	
16		☐	☐	☐	
17		☐	☐	☐	
18		☐	☐	☐	
19		☐	☐	☐	
20		☐	☐	☐	
21		☐	☐	☐	
22		☐	☐	☐	
23		☐	☐	☐	
24		☐	☐	☐	
25		☐	☐	☐	

[1] Primary provider choosing to submit panels and eNotifications, must submit encounters as well. Note: eNotifications are currently only available for MQ and Telus.

[2] Primary providers that also have a specialty may choose all participation types, provided they list their speciality in the specialty column.

[3] Guidance on speciality may found in Part C of the instructions.

PART D – CLINIC GOVERNANCE STRUCTURE

Is there a custodian representative at the clinic? A custodian representative is a custodian that has been duly authorized to sign the CII PIA Endorsement Letter and any necessary updates on behalf of the other custodians at the facility/ organization. This authorization does not revoke the other custodians' duties and powers under the *Health Information Act*.

☐ YES
☐ NO

If you answered YES to the above question, please provide their name:

PART E - PROVIDER AWARENESS AND AGREEMENT

Site liaison or custodian representative, please confirm that all current and future participating providers:
- will be made aware and agree with the data that will be shared from their EMR and displayed in Alberta Netcare
- will be made aware and agree that the EMR data elements will be available in the Healthcare Data repository
- are familiar with the use of confidentiality functions within the EMR
- understand and agree that EMR Vendor may access their EMR instance to configure system for CII/CPAR
- **Telus users only** confirm EMR Mobile is turned on
  (http://help.telusemrmobile.com/en/70_Mobile/Mobile_managing_access.htm)*

Insert initials

PART F - TRAINING CONFIRMATION FOR ALL PROVIDERS

Site liaison or custodian representative, please confirm any current and future team members using CII/CPAR are trained with the following support material based on the data being submitted. Materials can be found at:
https://actt.albertadoctors.org/CII-CPAR/Pages/Tools-and-Resources.aspx

Privacy related training
- ✓ Health Collection Poster
- ✓ Patient Brochure
- ✓ Custodian Script for Patients
- ✓ EMR Confidentiality Flags

Roles & Responsibilities
- ✓ CII/CPAR Roles and Responsibilities

How EMR data appears in Alberta Netcare
- ✓ EMR Encounter Data List
- ✓ Sample mapped CED Report

Panels
- ✓ Panel Readiness Checklist

Insert initials

If assistance is required, please contact your PCN Facilitator or if you do not have a PCN Facilitator please contact the CII/CPAR Implementation team (ehealthcii-implementation@gov.ab.ca).

**Please email completed form to ehealthcii-implementation@gov.ab.ca
and copy your PCN Facilitator (if applicable), for awareness.**

FORM COMPLETION INSTRUCTIONS

Forms must be completed in electronic format, using the following steps:

- Right click and save a new copy of the eForm to your computer to ensure you are working from the current version.
- Open and fill in the saved form. Do not try to fill in the form directly in your browser as some browsers are not compatible.
- The computer accessing the eForm must have a current version of Adobe Reader installed.

Site Prerequisites:

☐ Primary Care clinic   ☐ Up to date EMR PIA reflective of current environment

☐ Alberta Netcare Live   ☐ Using a CII/CPAR conformed EMR vendor: Ava, Microquest, OKAKI, QHR, TELUS Health

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PART A – CLINIC DETAILS

- **Clinic Name** – include the clinic name, as it appears on clinic letterhead.
- **Facility ID / WDFA** – include the AH Class Facility ID and/or WDFA #. The person in the clinic responsible for billing knows the facility ID. Netcare Access Administrator at clinic will know WDFA.
- **PCN Affiliation and Practice Facilitator** – are individuals trained in CII/CPAR who work with community care practices. If physicians are not members of a PCN, choose none for PCN Affiliation and leave PF information blank. .
- **CII/CPAR Site Liaison** - A Manager, Custodian, Office Assistant, etc., designated by the clinic to coordinate required paperwork, training go live activities and provide post-implementation feedback. For more details on the role, refer to the Clinic Journey Checklist. eHealth Intake, Privacy and Security (eIPS) team will contact Site Liaison to verify clinic PIA information.
- **Shared EMR** – when two or more clinics are running on the same EMR database (same instance).

PART B – CLINIC READINESS REQUIREMENTS (All field in this section are required)

- **Have you completed the PIA Update Self-Assessment?** - Indicate if you have completed the self-assessment. If you have completed a self-assessment, include it in the email as an attachment when submitting your Confirmation of Participation (CoP). This will help facilitate verification of PIA information.
- **What type of PIA update is required?** Based on the results of the self-assessment.
- **Clinic EMR PIA Date** – include the most recent PIA acceptance date, which will be located on the confirmation letter from the OIPC in response to the submission of your original PIA or addendum.
- **Clinic live on Alberta Netcare?** – clinic is live on Alberta Netcare if they have an accepted pORA for Alberta Netcare and at least one individual has access at the facility.
- **Panel Readiness Checklist Complete?** – Indicate if you have completed the checklist. Paneling clinics must complete the checklist. Clinics without panels are not required to complete the checklist and the not applicable option should be selected.

PART C – PARTICIPATING PROVIDER(S)

- **Provider Name** - List names of all providers who will participate in CII/CPAR.
- **PCN Affiliation** – select PCN physician is affiliated with. If not a member of a PCN, choose 'none'. If unsure, select 'not sure'.
- **Participation Type**
  - **Encounters** – Check if provider will submit encounters.
  - **Panels and eNotifications** – Check if provider will submit panels. Note that participants submitting panels are required to submit encounters. Participants submitting panels will automatically receive eNotifications, if using MQ or Telus EMR. QHR users submitting panels will begin receiving eNotifications with prior notice when the functionality is ready.
  - **Consults** – Check if provider receives consult requests and creates consult letter and wishes them to display in Netcare. Must supply specialty in specialty column. *Refer to Appendix A: Finding the Facility ID and Specialty/Skill Code in the EMR*.

PART D – CLINIC GOVERNANCE STRUCTURE – Check box to indicate the type of governance structure the clinic falls under. Check 'yes' if clinic has a duly authorized custodian representative who may sign the CII/CPAR Endorsement letter on behalf of other custodians at the facility. This authorization does not revoke the other custodians' duties and powers under the *Health Information Act*. Check 'No' if there is no custodian representative.

If there is no custodian representative each participating provider must sign a CII/CPAR PIA Endorsement Letter.

PART E – PROVIDER AWARENESS AND AGREEMENT – Site liaison or custodian representative to provide an initial in the box to indicate participating providers' awareness and agreement.
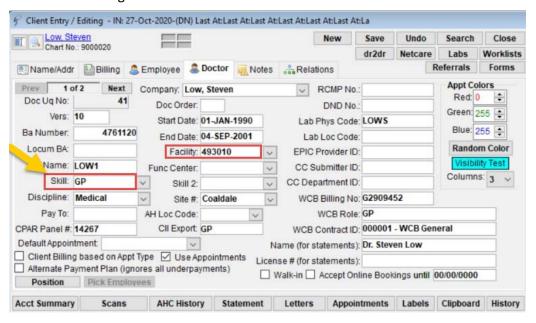
PART F – TRAINING CONFIRMATION FOR ALL PROVIDERS – Site liaison or custodian representative to provide an initial in the box to confirm participating providers' training.
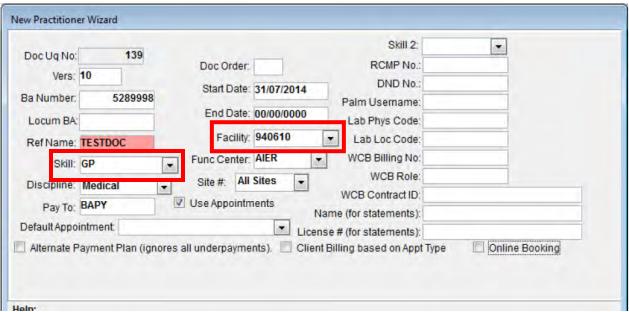
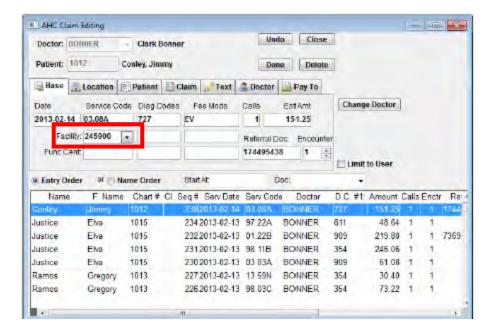# Appendix A: Finding the Facility ID and Specialty/Skill Code in the EMR

Each EMR stores the facility ID (6-digit number) and the skill code/specialty code for each provider for billing purposes. The same code is use for CII/CPAR. Examples on where to find it in each EMR:

Microquest Healthquest

A provider's skill code is on their doctor card. The facility ID is visible in mulitple areas including the new practitioner wizard and in billing.
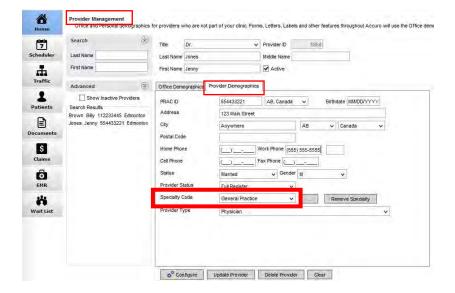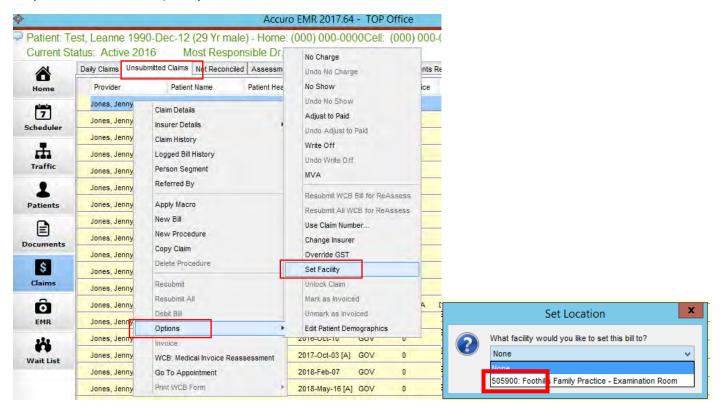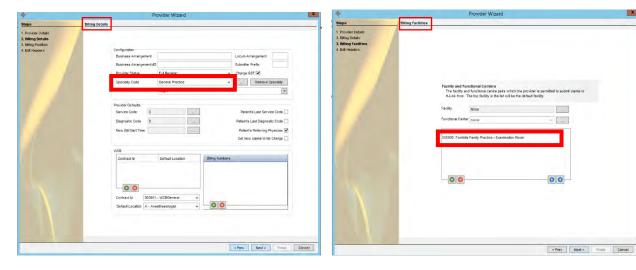
QHR Accuro

Specialty code is visible in Provider Management.

Facility ID is available in the billing module. One place may it be viewed is in Claims > Daily Claims or Unsubmitted Claims > Options > Set Location (here you will see the locations or facilities available.

A team member with access to the Provider Wizard, will have access to the specialty/skill code and the facility ID.
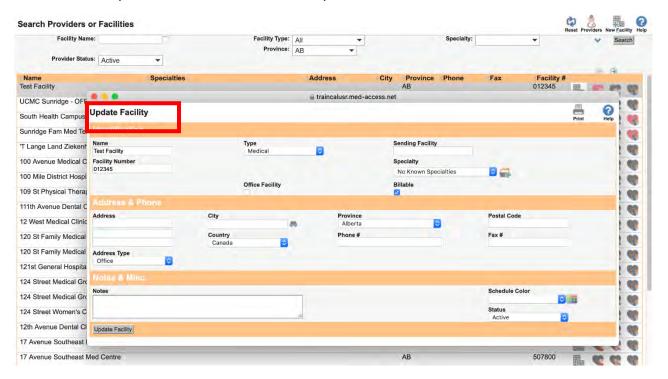
TELUS Med Access

The provider's skill code is visible in a Bill window:

The clinic's Facility Number is recorded in the Facility record in the Providers or Facilities section of the EMR:
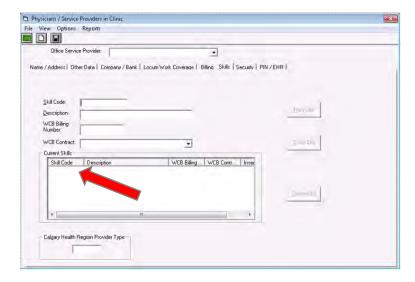
Version August 2020

TELUS PS Suite

Settings > Change Billing Doctor

The physician skill code and a facility ID are visible in the Bill Book

TELUS Wolf

A physicians specialty was entered in Configuration > Physicians/Service Providers > Office Service Providers in the Qualifications area.

The Skill Code and Facility Code are visible in Billing.