

The PHRS View is an application that allows authorized users to view identification and health insurance coverage data on individuals who are registered with eHealth Saskatchewan as residents of Saskatchewan for the purposes of providing access to provincial health care benefits. The information available in the PHRS View is to provide authorized health care providers and health care organizations with the most appropriate and accurate information available.

PHRS View User Roles & Responsibilities

- Users are responsible for ensuring they have read and are familiar with the PHRS Policy and Procedure Manual.
- Users are responsible for ensuring that the use is related to the 'need to know' for the purpose of their healthcare work and it is in accordance with their health organizations' policies and procedures and *The Health Information Protection Act (HIPA)*.
- Users must use PHRS View data only in accordance with established data access agreements between source organizations and consumer organizations and/or as authorized by eHealth Saskatchewan & the Ministry of Health.
- Users must be authorized by an Authorized Approver within an Approved Organization. Approvers and Organizations must be authorized by eHealth Saskatchewan & the Ministry of Health in accordance with the PHRS View policies and procedures manual.
- A User is identified and authenticated by an Authorized Approver to view and use PHRS View data. The Approved Organization and the Approver are accountable for actions of the User.
- Users who are viewing data through the Viewer are responsible for selecting the correct person from the candidate list and protection of the reuse of the information for purposes other than health care delivery.
- User access is audited.
- Inappropriate use of the PHRS View shall be reported to the eHealth Saskatchewan or the Ministry of Health's Chief Privacy Officer where any violations will be dealt with according to privacy and security breach management protocols.

Use is Consistent with the Purpose

The use of the PHRS View, services and applications must be in accordance with a 'need to know' basis for the purposes of: (One or more should apply to the user's needs).

- Supporting the identification and registration of persons seeking or receiving health care services, including access to the Saskatchewan provincial health number.
- Supporting the accurate and timely management of client identification data within health care systems.
- Verifying health and program coverage eligibility.

Restrictions on Use

The PHRS View will not be used for the following purposes:

- To look up information on a person(s) for personal reasons.
- To search for people for personal reasons.
- To use the information provided in the candidate list for personal reasons.
- To provide unauthorized research data or reports.
- To use or reuse data in a manner that is not consistent with HIPA.
- To use information for any other purpose other than the identified stated purpose.

Training Options

- The User can receive specific one-on-one training from their organizations Authorized Approver or their Organization's Superuser.
- Support is provided by the eHealth Service Desk 888-316-7446.

Workstation Security

- The User will secure all data available from the PHRS View. Access by unauthorized users will not be permitted.
- The User will keep all passwords associated with the system private.
- The User will secure the workstation with a screen-saver password to assure security when the machine is left unattended for an extended period of time.



**PERSON HEALTH REGISTRATION SYSTEM
VIEWER (PHRS VIEW)
ADVANCED ACCOUNT REQUEST FORM**

- ▶ Call the Service Desk 1-888-316-7446 (local 306-337-0600) if you are unclear about any fields below.
- ▶ After approval is received (minimum of 2 weeks) the Service Desk will complete the request within five days.

Return to: Fax Number: 306-781-8480

Email: servicedesk@ehealthsask.ca

User Information (All information in this section is mandatory)

Type of request (check one): New user Change in user type Remove

User's Full Name printed:		Work Phone #:	
Health Organization Name:		Facility:	
Working Title:		Email Address:	

Purpose (check all that apply)

- Supporting the identification and registration of persons seeking or receiving health care services, including access to the Saskatchewan provincial health number.
- Supporting the accurate and timely management of client identification data within health care systems.
- Verifying health and program coverage eligibility.

Service: Advanced View – displays demographic information, family information, and detailed coverage information. Please explain the reason you are requesting the advanced view:

Advanced access is only granted on a very limited basis and requires signature of Authorized Approver and Ministry to be processed - Service Desk will route Advanced requests for Ministry approval.

Service Authorization

User's signature: _____

By signing, I acknowledge that I have read and understand my responsibilities and the appropriate use of this view as described in PHRS Viewer access policy and my obligations under HIPA

_____ Date (YY/MM/DD)

Date access is required: _____

_____ Date (YY/MM/DD)

Authorized Approver's Information

Name: _____

(please print)

_____ Work Phone Number

Signature: _____

I acknowledge that the requestor has read the PHRS Viewer access policy and understands their responsibilities and the appropriate use of this view as described in access policy and their obligations under HIPA. I further acknowledge that I understand my obligations under HIPA and have been authorized by the Ministry of Health to grant this approval.

_____ Date (YY/MM/DD)

If you need the name of an authorized approver, please call the Service Desk 1-888-316-7446 (local 306-337-0600)
The most recent version of this form can be downloaded at: <http://www.ehealthsask.ca/forms>