

- ▶ Call the Service Desk 1-888-316-7446 (local 306-337-0600) if you are unclear about any fields below.
 - ▶ The Service Desk will complete the request within five business days of receiving the request.
- Return to:** Fax Number: 306-781-8480
Email: servicedesk@ehealthsask.ca

User Information

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

User's Full Name printed:			
Working Title:		Work Phone #	

Medical Services Branch Profiles:

- Claims Analyst* *Operations Support Clerk*

Note – By selecting one of the above profiles, you are not required to fill out the below section – Services Requested section. The Service Desk Analyst will reference the profiles key below to identify the software requested.

<u>Production Profile Key</u>	<u>Production Profile Key</u>
<ul style="list-style-type: none"> • Claims Processing System – PDF reports (Microfiche) • CIHI Browser • ICD-10-CA/CCI Lookup • Hospital Claims Billing - Clerical • MIDAS Account Payable Inquiry • Misc Cheque Writer Journal • Misc Cheque Writer MIDAS MCW Exceptions • Online Adjustments • Online Imaging Viewer • Online Error Correction • Online Patient History Inquiry • Out of Canada Claims Update • PHRS Advanced Viewer* • Physician Register – Inquiry MSB <p>* Requires additional form</p>	<ul style="list-style-type: none"> • Entry Point Data Entry (+File Concatenation) • Hospital Claims Billing – Data Entry • Out of Canada Claims Update • Online Imaging Viewer • Claims Processing System PDF reports • PHRS Advanced Viewer* • PHF Inquiry <p>* Requires additional form</p>

Service Requested* *This section must be completed if no Branch profile is indicated above

Environment

<input type="checkbox"/> BARR Print Spooler	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> CIHI Browser	<input type="checkbox"/> Production
<input type="checkbox"/> Claim Audits (for medical claims)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Medical Claims Processing System – Select access: <input type="checkbox"/> Base Rules Update <input type="checkbox"/> Claims Utility Menu <input type="checkbox"/> EMR Update Table Menu <input type="checkbox"/> EasyTreive Reports <input type="checkbox"/> PDF Reports (formerly Paylist/Microfiche) <input type="checkbox"/> Retired HSN Cross Reference Report	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Payments Accounts Receivable Ledger System (PARLS) Select access: <input type="checkbox"/> Inquiry <input type="checkbox"/> Payment Tracker <input type="checkbox"/> Payments and AR Update <input type="checkbox"/> MIDAS and Bank Info Update <input type="checkbox"/> Ledger Quarter End <input type="checkbox"/> Print Reports	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Entry Point 90 (data entry for medical claims, also includes access to File Concatenation)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Hospital Claims Billing (HCB). Select access: <input type="checkbox"/> admin, <input type="checkbox"/> 1 (data entry) <input type="checkbox"/> 1 (supervisor) <input type="checkbox"/> 2 (hospital), <input type="checkbox"/> 3 (clerical) <input type="checkbox"/> 4 (supervisor) <input type="checkbox"/> 5 (Rules) <input type="checkbox"/> 6 (Manager) <input type="checkbox"/> 7 (Reports) <input type="checkbox"/> read only	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> ICD-10-CA/CCI Codes Lookup_(also known as Folio Views)	<input type="checkbox"/> Production
<input type="checkbox"/> Internet Claims Submission - Select access: <input type="checkbox"/> Inquiry and or <input type="checkbox"/> Admin Console	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Microfilm Search	<input type="checkbox"/> UAT <input type="checkbox"/> Production

<input type="checkbox"/> Miscellaneous Cheque Writer - Select access: <input type="checkbox"/> MCW Inquiry <input type="checkbox"/> MIDAS - MCW Exceptions, Non-Head Update <input type="checkbox"/> OOP & Mode 3 Explan Codes	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Monarch Pro (Viewer of Statistical Reports)	<input type="checkbox"/> Production
<input type="checkbox"/> Online Adjustments (OLA)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Online Error Correction (OLEC)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Online Imaging Viewer (of medical claims submitted by paper claim)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Online Patient History Inquiry (formerly PHF)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Out of Canada Claims (medical claims) Select access: <input type="checkbox"/> Inquiry <input type="checkbox"/> Update	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Patient History Reporting System – Beneficiary Reports (produces medical billing statements)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Personal Health Registry System Viewer-PHRS, please attach PHRS Account Authorization Form	
<input type="checkbox"/> Physician Registry: Select access: <input type="checkbox"/> Inquiry-MSB <input type="checkbox"/> Inquiry nonMSB (for non-ministry users) <input type="checkbox"/> Extract (doctor #/clinic # or doctor #/time period) <input type="checkbox"/> Update (please attach a non-standard software form)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Policy and Alternative Compensation (aka APS)	<input type="checkbox"/> Production
<input type="checkbox"/> Prejudgment and Third Party Liability (please attach a non-standard software form)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Shared Client Index (SCI) Viewer, please attach SCI Account Authorization Form	
<input type="checkbox"/> Specialist Emergency Coverage Program (SECP) - Admin Console	<input type="checkbox"/> Production
<input type="checkbox"/> Statistical & Profiles (not the same as SAS or Statistical Analysis System)	<input type="checkbox"/> Production
<input type="checkbox"/> Verifications (Medical Services)	<input type="checkbox"/> UAT <input type="checkbox"/> Production
<input type="checkbox"/> Other (please specify):	<input type="checkbox"/> UAT <input type="checkbox"/> Production

Some of the "Other" Applications are:

Direct Input Groups
 Doctor History Request (*requires a non-standard software authorization form*)
 Fee Edit (*requires a non-standard software form*)
 Fee Schedule Labels
 Label Printer
 MCIB Dates (*requires a non-standard software form*)
 Payment Schedule
 SAS (Statistical Analysis System) - *has its own Authorization Form*
 SMA Dues & Delete

Authorized Approver's Information	
Name:	_____
	(please print)
	Work Phone Number
Signature:	_____
	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)	