

Medical Services Branch (MSB) Account Request Form

- ▶ 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.

Production Profile Key

- ICD-10-CA/CCI Lookup
- Hospital Claims Billing - Clerical
- MIDAS Account Payable Inquiry
- Online Imaging Viewer
- PHRS Advanced Viewer*

* Requires additional form

Production Profile Key

- Hospital Claims Billing – Data Entry
- Online Imaging Viewer
- PHRS Advanced Viewer*

* Requires additional form

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

Environment

Hospital Claims Billing (HCB). Select access: admin 1(data entry) 1 (supervisor) 2 (hospital) 3 (clerical) 4 (supervisor) 5 (Rules) 6 (Manager) 7 (Reports) read only	UAT Production
ICD-10-CA/CCI Codes Lookup (also known as Folio Views)	Production
Online Imaging Viewer (of medical claims submitted by paper claim)	UAT Production
Personal Health Registry System Viewer-PHRS, please attach PHRS Account Authorization Form	

Some of the "Other" Applications are:

Analysts - Mimic Access From Existing Analysts _____
 Claims Unit SharePoint Site and S Drive Access
 SAP Installation (CPS) (Application)
 Scanners & Epson Software
 Ultra Edit Application Installation

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)