



SAIL EQUIPMENT INFORMATION SYSTEM (SEIS) ACCOUNT REQUEST FORM

- ▶ Call the Service Desk 1-888-316-7446 (local 337-0600) if you are unclear about any fields below.
- ▶ The Service Desk will complete the request within five days from 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:		Work Phone #:	
Working Title:		Email Address:	
Depot/Warehouse:		Fax Number:	

Access Requested

User groups (check one): SAIL General Users Sask Abilities Council General Users Error Corrections Group
 SAIL Administration Sask Abilities Council Administration Health Administration

User's Agreement

General Agreement

- As a user of the system, I recognize the importance of securing personal health information.
- I agree to utilize the information included in the SEIS for the purposes authorized by the Drug Plan & Extended Benefits Branch Head or their designate.
- I recognize that the use of this data for unauthorized or unlawful purposes is strictly prohibited and is subject to prosecution by the Government of Saskatchewan or its agents.

Workstation Security

- I agree to keep secure all data available to me in the system. I will not allow unauthorized users to access this information.
- I will keep private all passwords associated with the system.
- I have secured my workstation with a screen-saver password to assure security should I leave my machine for an extended period of time.

Service Authorization

User's signature: _____ Date (YY/MM/DD) _____

Date access is required: _____ Date (YY/MM/DD) _____

Manager's Information

I acknowledge that the subscriber is permitted access to the selected services.

Name: _____ (please print) _____ Work Phone Number _____

Signature: _____ Date (YY/MM/DD) _____

Authorized Approver's Information

Name: _____ (please print) _____ Work Phone Number _____

Signature: _____ Date (YY/MM/DD) _____

SAC requests should be forwarded to : Saskatchewan Aids to Independent Living (SAIL)
3475 Albert Street, Regina SK, S4S 6X6
Fax #: (306) 787-8679

The most recent version of this form can be downloaded at: <http://www.ehealthsask.ca/forms>