



MEDICAL IMAGING
ACCOUNT REQUEST FORM
(RIS - PACS - PS360)

If you are unclear about any fields below, call the Service Desk at 1-888-316-7446 or 306-337-0600.
The Service Desk will complete the request within five business days from receiving the request.
Email form to: servicedesk@ehealthsask.ca

For Medical Imaging Professionals of the Saskatchewan Health Authority (SHA), the Saskatchewan Cancer Agency, or
Private Practices that require access to Radiology Information System (RIS), Picture Archiving and Communications
System (PACS), and Powerscribe 360 (PS360). A network account is required if not already provisioned.

End User Information

Type of request (check one): [ ] New User [ ] Change in User Type [ ] Remove
Environment: [ ] Production [ ] EFQ [ ] R1Q Date Access Required: (MM/DD/YY)
User's FIRST name LAST name: CPSS#:
Email Address: Work Phone #:
Network Account Username: [ ] Network Account Required

Work Place Information

Primary SHA Facility Name and Location:
Private Practice Name and Location:

[ ] PACS Access Required (select only one)
[ ] Technologist [ ] Radiologist [ ] Surgeon
[ ] Technologist Super User [ ] Point of Care Provider [ ] Specialist / ER Physician
[ ] Film Librarian [ ] Point of Care Provider (iExport) [ ] SHA System Admin
[ ] Health Privacy Analyst [ ] Health Data Management
VPN ACCESS: [ ] Yes [ ] No [ ] Health PACS Administrator (BA and Apps Only)

[ ] PS360 Access Required (select only one)
[ ] Site Admin [ ] Radiologist / Attending [ ] Resident / Fellow
[ ] Transcription / Editor
[ ] Other (please specify):

[ ] RIS Access Required (select only one)
DBC: [ ] Discern Charge Services\* [ ] Charge Services\* [ ] Health Records [ ] RadNet\*
[ ] Scheduling Management [ ] SHA DBC Charge Services (w/Discern) [ ] SHA DBC Charge Services
RadNet: [ ] Clerk [ ] Health Records Clerk [ ] Film Librarian [ ] Read Only Office
[ ] Nurse [ ] Transcription [ ] Transporter
[ ] Hybrid Tech Plus\* [ ] Mammography Technologist\* [ ] Radiology Technologist\*
[ ] Obstetrician\* [ ] Supervisor\* [ ] Radiologist\*\*
Hybrid: [ ] Office [ ] Office Plus [ ] Porter [ ] Tech\* [ ] Tech Plus\*
eHealth: [ ] Data Management [ ] Service Desk

Other Access Type (please specify):

\* need to add to Radiology Technologist usergroup \*\* need to add to Radiologist usergroup

**RIS Facility Access (check Add or Remove for all applicable facilities)  Add Scheduling Books for Selected Facilities**

**Cypress**

Add Remove

- Cypress Regional Hospital - Swift Current
- Herbert & District Integrated Facility
- Leader Integrated Facility

Add Remove

- Shaunavon Hospital & Care Centre
- Southwest IHC Facility - Maple Creek

**Five Hills**

Add Remove

- Dr. F.H. Wigmore Regional Hospital - Moose Jaw
- Assiniboia Union Hospital

Add Remove

- St. Joseph's Hospital - Gravelbourg

**Heartland**

Add Remove

- Kindersley Hospital and District Health Centre
- Biggar Hospital and District Health Centre
- Davidson Health Centre
- Kerrobert Integrated Health Centre

Add Remove

- Outlook and District Health Cent
- Rosetown Health Centre
- Unity and District Health Centre
- Wilkie and District Health Centre

**Kelsey Trail**

Add Remove

- Athabasca Health Facility - Black Lake
- Melfort Hospital
- Carrot River Health Centre
- Hudson Bay Health Care Facility

Add Remove

- Kelvington and Area Hospital
- Nipawin Hospital
- Porcupine Carragana Hospital
- Tisdale Hospital

**Keewatin Yatthé**

Add Remove

- La Loche Health Centre

Add Remove

- St. Joseph's Health Centre - Ile a la Crosse

**Mamawetan Churchill River**

Add Remove

- La Ronge Health Centre

**Prince Albert Parkland**

Add Remove

- Victoria Hospital - Prince Albert
- Parkland Integrated Health Centre - Shellbrook

Add Remove

- Spiritwood & Distract Health Centre

**Prairie North**

Add Remove

- Battlefords Union Hospital - North Battleford
- Lloydminster Hospital
- Maidstone Health Complex

Add Remove

- Meadow Lake Hospital
- Riverside Health Complex - Turtleford
- Saskatchewan Hospital - North Battleford

**Regina Qu'Appelle**

Add Remove

- General Hospital - Regina
- Pasqua Hospital - Regina
- Wascana Rehabilitation Centre - Regina
- All Nations Healing Hospital - Fort Qu'Appelle
- Balcarres Integrated Care Centre
- Grenfell Health Centre
- Long Lake Integrated Facility - Imperial

Add Remove

- Broadview Union Hospital
- Indian Head Union Hospital
- Southeast Integrated Care Centre - Moosomin
- St. Joseph's Integrated Care Centre - Lestock
- Wolseley Memorial Union
- Montmartre Health Centre
- Whitewood Community Health Centre

**Saskatchewan Cancer Agency**

Add Remove

- SCA SPBC Regina
- SCA SPBC Saskatoon

Add Remove

- SCA SPBC Mobile Bus

**Saskatoon**

Add Remove

- Royal University Hospital - Saskatoon
- Saskatoon City Hospital
- St. Paul's Hospital - Saskatoon
- Humboldt District Health Complex
- Lanigan Hospital
- Wakaw Primary Health Centre

Add Remove

- Rosthern Hospital
- Wadena Hospital
- Watrous Hospital
- Wynyard Integrated Hospital
- Saskatoon Health Region - Community

**Sun Country**

Add Remove

- Weyburn General Hospital  
 St. Joseph's Hospital - Estevan  
 Arcola Health Centre  
 Galloway Health Centre - Oxbow

Add Remove

- Redvers Health Centre  
 Kipling Integrated Health Centre  
 Radville Marion Health Centre

**Sunrise**

Add Remove

- Yorkton Regional Health Centre  
 St. Peter's Hospital - Melville  
 St. Anthony's Hospital - Esterhazy

Add Remove

- Canora Hospital  
 Kamsack Hospital & Nursing Home  
 Preeceville Hospital

**RIS Proxy Information**

- Radiologist                       Resident                       Remote Radiologist (does not use eHS PS360)  
 Radiologists to allow proxy for: (attach list if needed)       Radiologists to allow proxy by: (attach list if needed)

**Private Practice Only: PACS Users MUST SIGN this Joint Services / Access Policy Confirmation**

I acknowledge I have access to the following. (Please confirm by placing a checkmark in the appropriate boxes):

- PACS Joint Services / Access Policy.  
 Preparing Your Medical Practice for HIPA and PIPEDA.  
 eHealth Security Policy.

**AVAILABLE AT:** <https://www.ehealthsask.ca/services/PACS/Pages/Register-Pacs-Account.aspx>

I acknowledge that I understand that I am legally bound by, and agree to comply with, the PACS Joint Services/ Access Policy.

**Name (print):** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ (MM/DD/YY)

**Approval Section****Manager/Supervisor/Licensed Practitioner (if applicable)**

**Name (print):** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ (MM/DD/YY)

**Authorized Approver (required)**

I acknowledge that the User is permitted access to the selected services. **If PACS is selected, I acknowledge that the User has read the PACS Joint Services / Access Policy and understands their responsibilities and the appropriate use of PACS as described in the Joint Services / Access Policy as well as their obligations under HIPA.** I further acknowledge that I understand my obligations under HIPA.

**Name (print):** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ (MM/DD/YY)

**NOTE:** All SHA requests must be sent from the Approver's SHA email account to [servicedesk@ehealthsask.ca](mailto:servicedesk@ehealthsask.ca).