eHealth Saskatchewan

NEWBORN NOTIFICATION SYSTEM
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 two 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:
District/Branch/Unit:		Fax Number:

Access Requested

Areas of Responsibility:	User Group(s):
	☐ Basic User
	☐ District Administrator
	☐ Provincial Administrator

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 system for the purposes authorized by my Regional Executive Director 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) _____

I acknowledge that the subscriber is permitted access to the selected services.   **Date access is required:** _____

Date (YY/MM/DD) _____

Manager's Information

Name: _____
(please print)

Signature: _____

Work Phone Number _____

Date (YY/MM/DD) _____

Authorized Approver's Information

Name: _____
(please print)

Signature: _____

Work Phone Number _____

Date (YY/MM/DD) _____

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