

When an organization decides to use the PIP system an approver must be appointed. This individual will manage the rights of people within the organization to use the system. They will do so by:

- 1. Registering as an approver for the organization.
- 2. Approving or rejecting the application of users registering for system access.

When the eHealth Access Management Team approves the approver status of this individual they will be notified by e-mail. When an individual is authorized as an approver they are automatically authorized as users of the PIP system as well.

All users and approvers begin by going to <u>https://pip.ehealthsask.ca</u> and selecting the *Register for PIP Access* link on the left hand menu.



This will cause the *PIP IDM Login Screen* to appear. Select the *Register a New Ac- count* link.

myeHealth Saskatchewan	eHealth Saskatchewan	Log
Thisson synthesis 10 * Register a new account * Reset my password * Retrieve my user it	in <i>pipIDM</i>	PIPIDM Login
		Secure Login



Contact information for the eHS Service Desk:

Phone 1-888-316-7446

E-mail: Servicedesk @eHealthsask.ca



A user agreement will appear. Read through this agreement and then select the *Accept* button and the *Create Account Screen* will appear.

	PIP Account Registration -> Create Account	
	5	
	IMPORTANT	
	This application is for the use of authorized users only.	
	Unauthorized access to this application is prohibited and may result in sanctions.	
	TERMS OF USE AND DISCLAIMER	
	Please read these terms of use carefully before accessing or using this or any other Electronic Heath Record (EHR) application.	
	By accessing any EHR application you agree to be legally bound and to abide by these terms.	
	Restrictions on Collection, Use and Disclosure of Information in EHR applications	
1.	You agree that the information in and accessible through any Electronic Health Record (EHR) application (the	
	"Information") is private and confidential and that you will take all reasonable steps to maintain the confidentiality of the	
	Information. You further agree that you are aware of and will comply with the provisions of The Health Information	
	Protection Act, the Personal Information Protection and Electronic Documents Act or other relevant legislation, as	
	applicable, with respect to the information.	
4	You specifically agree that the information in any EHR application shall only be accessed and used for the purpose of	
	providing nearn services or as otherwise authorized or required by law.	
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4.	You understand that any EHR application, and the information accessible through it, are provided by the Heath	
	Information Solutions Centre ("HISC") and Saskatchewan Health ("Health") on an "as is" and "as available" basis. Use of	
	EHR applications and the information is at your sole risk and is in no way intended to replace or be a substitute for your	
	professional adorent. HISC and Health makes no representation or warranty, express or implied, as to the operation of	
_	sector protection, and assume no legal liability or responsibility for the accuracy, completeness, or usefulness of	
Г	any information pro-	
	Sinching and Anitation of Liability	

#### **REGISTERING TO BECOME AN APPROVER:**

1. Begin by selecting Approver from the Registration User Type Field".



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#### **REGISTERING TO BECOME AN APPROVER (con't):**

- 6. Complete the *Personal Information* section. Please note that all fields with a red asterisk (\*) are mandatory fields.
- 7. Create three security questions and answers that will be used as an authenticator by the eHealth service desk if for some reason you need assistance with your account. Example questions include:
- What was the name of your childhood pet?
- What were the last four digits of your childhood telephone number?
- In what city was your first job?
- In what town or city did you meet your spouse/partner?
- What is the middle name of your oldest child?
- 8. When you have completed all the mandatory fields, select the *Save* button located at the top or bottom of the screen.

9. You will receive a screen indicating that your registration has been submitted.



- 10. When the eHealth Administrator has verified your application for Approver, you will receive an email with your login and temporary password.
- 11. The first time you login you will be required to change your password



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### **REGISTERING TO BECOME AN END USER**

- 1. Begin by selecting *PIP User* from the *Registration User Type Field"*.
- 2. Next, enter a valid email and confirm it in the fields provided.
- Select your organization by typing the first 5 letters of your organization's name in the *Organization field*. A list of organizations will appear.
- 4. Select your organization from the list.
- 5. Select a Provider Type from the dropdown list provided.

PIP Account Registration -> Create Account

Complete the followi	ing form to create a new account. Save Cancel
_ Identity	
Registration User Type	pip_user 💌 Email *
Organization *	Confirm Email *
	There will be a small delay before the diop-dom menu appears after provider Type * Dentist delay of your organization.
_ Personal inform	nation
First Name *	Last Name *
Date of Birth	Work Phone Number *
Address	City
Province	Saskatchewan   Postal Code
Please Note: The c	date of birth is being collected for user verification purposes.
- Security questi	ons
Question *	
Answer *	
Question *	
Answer *	
L	
Question *	
Answer *	
Save	Cancel

- 6. Complete the *Personal Information* section. Please note that all fields with a red asterisk (\*) are mandatory fields.
- 7. Create three security questions and answers that will be used as an authenticator by the eHealth service desk if for some reason you need assistance with your account. Example questions include:
- What was name of your childhood pet?
- What were the last four digits of your childhood telephone number?
- In what city was your first job?
- 8. When you have completed all the mandatory fields, select the *Save* button located at the top or bottom of the screen.
- 9. You will receive a screen indicating that your registration has been submitted. When your organization's Approver has accepted your application, you will receive an email with your login and temporary password.
- 11. The first time you login you will be required to change your password



### Employees at Multiple Organizations

All PIP Users must register with eHealth Saskatchewan and the application process must be approved by the organization where they are employed. In some situations an individual may already be approved to access PIP. For example:

- They have an active PIP account from a prior employer and they now want to access the portal under the authority of your organization.
- They have a PIP account from a current employer and they also want to access PIP under the authority of your organization a part-time worker with multiple employers.
- They may be a locum or relief clinician with multiple employers and want to access PIP under the authority of your organization.

In these circumstances the individual does not need to register again. The approver for the additional organization can add their organization to that person's profile.

1. log into the Approver system (URL: <u>https://pipidm.ehealthsask.ca</u>).



Manage Tasks	Search User : search		
Manage Facility Users	User Name	Given name	CPN
Reset Password			

2. Select the Manage Facility Users Link

Enter the individual's user ID in to the search field

Users		Facility			
Search	Search User	pipuserf	search	]	
		User Name		Gi	



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The search results will appear.

User Name	Given name	CPN
A pipuserf	PIPUser, Fake	CPN.00032271.SK.PRS

Note: As the approver you will be able to view the CPN of the user here for their Integrated Software. This Common Provider Number is usually used for Integrated Pharmacies to enter their users into the integrated software. Also note that they will still be required to call the Service Desk for Location CPN if it is ever required in the future

### 5. Click on the user Name. All facilities linked to that user ID will display

PIPUser, Fake (pipuserf)	×
Link Facility	
Facility	Action
Wellness Pharmacy Canterbury Park	Unlink Facilit

### 6. Click the Link Facility button

A drop down menu will list all facilities you are an approver for.

PIPUser, Fake (pipus	erf)			
Select Facility :	Wal-Mart Pharmacy	Add	Cancel	7
	Wal-Mart Pharmacy Wellness Pharmacy Canterbury Park			Action
	Wal-Mart Pharmacy Wellness Pharmacy Canterbu	ury Park		Unlink Facilit

### 7. Select the appropriate facility

#### 8. Click the Add button

You will then see a message that the facility has been linked to that user ID

Link Facility	Wal-Mart Pharmacy, has been linked with pipuserfs profile	
	Facility	Action
	Wellness Pharmacy Canterbury Park	Unlink Facilit
	Wal-Mart Pharmacy	Unlink Facilit

To unlink an individual follow the steps 1-5 then click the unlink Facility button.