# Primary Healthcare Panel Report: Delegate Access Form (Provider Report)

For a delegate to receive access to a ***Primary Healthcare Panel Report*** of a care provider (a family physician, nurse practitioner or pediatrician), all of the following information must be provided. A unique form must be filled out for each provider **annually**. This form must be accompanied by an online request at request.hqa.ca.

## Part A - Delegate Information

First Name: Last Name: Role:

Email Address: Phone:

## Part B – Provider Information

First Name: Last Name: Phone:

Prac ID: - 08 Email Address:

## Part C – Type of Report

○ **Provider Proxy Panel Report**

Request this option if the provider you represent cannot provide a Confirmed Patient List (CPL) and you'd like Health Quality Alberta to estimate the provider's panel. Health Quality Alberta proxy panel is an estimate of a provider's active panel, based on the pattern of family care provider billing claims over a three-year period. The algorithm predicts which provider – from all those seen by a patient – is most likely to be the patient's main family care provider.

You will receive access to the report when Health Quality Alberta receives: i) an online report request (visit request.hqa.ca) and ii) this signed delegate form.

○ **Provider Confirmed Patient List Report**

Request this option if the provider you represent has a Confirmed Patient List (CPL). This means that the provider has undergone a paneling process to produce a list of patients who agree that the provider is their main family care provider.

If the provider you represent has not signed an Information Sharing Agreement (ISA) with Health Quality Alberta, then you will receive access to the provider-level report when Health Quality Alberta receives: i) an online report request (visit request.hqa.ca), ii) this signed delegate form, iii) a completed ISA for the provider (one-time process), and iv) a CPL with Patient Health Numbers (PHNs).

If the provider you represent has signed an ISA with Health Quality Alberta, then you will receive access to the provider-level report when Health Quality Alberta receives: i) an online report request (visit request.hqa.ca), ii) this signed delegate form, and iii) a CPL with PHNs.

**Providers participating in CII/CPAR do not need to submit an ISA nor CPL with PHNs. The CII/CPAR list can be used to generate the CPL report.**

If you are requesting access to a report that has already been generated this year, then you will receive access to the provider-level report when Health Quality Alberta receives this signed delegate form.

Reports take two weeks to generate after all information is received.

## Part D – Your Primary Care Network (PCN)

- Select your PCN

Select the PCN the provider currently belongs to or select 'No PCN' if the provider is not a member of a PCN. This will serve as the comparator in the report.

## Part E – Authorization

By signing below, I grant access to my confidential ***Primary Healthcare Panel Report*** to the person named in **Part A – Delegate Information**.

Provider Signature: Date:

Please email the completed form to primaryhealthcarereports@hqa.ca

Delegate Access Forms are required annually.