

## Access Request/Change Form

**\*\*\* Surgeon \*\*\***

Please complete this form and send to your HA SPR Administrator.

Note: Requests must be sent from a designated Health Authority SPR Administrator.

E-mail to [sproffice@phsa.ca](mailto:sproffice@phsa.ca)

|                                   |  |
|-----------------------------------|--|
| <b>Surgeon Name:</b>              |  |
| <b>Surgeon Specialty:</b>         |  |
| <b>College ID #:</b>              |  |
| <b>Phone Number:</b>              |  |
| <b>E-mail:</b>                    |  |
| <b>Health Authority:</b>          |  |
| <b>Health Authority UserName:</b> |  |
| <b>Health Authority Domain:</b>   |  |

|                                   |  |                        |  |
|-----------------------------------|--|------------------------|--|
| <b>HA SPR Admin. or Delegate:</b> |  | <b>Date Requested:</b> |  |
|-----------------------------------|--|------------------------|--|

|                                                                                                                                                                                                                               |                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Access Required:</b> (To select an option double click on the check box and set default value to Checked.)</p> <p><input type="checkbox"/> <b>New SPR User</b></p> <p><input type="checkbox"/> <b>Locum Surgeon</b></p> | <p><b>Type of Access:</b></p> <p><input type="checkbox"/> <b>Datamart Reporting Tool only</b></p> <p><input type="checkbox"/> <b>SPR Web Application only</b></p> <p><input type="checkbox"/> <b>Both</b></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                          |
|----------------------------------------------------------------------------------------------------------|
| <p><b>User Group Required:</b></p> <p><input checked="" type="checkbox"/> <b>Surgeon – Read only</b></p> |
|----------------------------------------------------------------------------------------------------------|

For **LOCUM** surgeons please provide the Name, College ID and Specialty of the surgeon they will be a locum for in this section:

**Surgeon Name:** \_\_\_\_\_

**College ID:** \_\_\_\_\_

**Specialty:** \_\_\_\_\_

|                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <b>Change to Existing User Access</b> (Please indicate the change(s) required in this section)</p> |
|--------------------------------------------------------------------------------------------------------------------------------|

|                                       |  |                                   |  |
|---------------------------------------|--|-----------------------------------|--|
| <i>SPR Central Office Use Only</i>    |  |                                   |  |
| <b>CO SPR Manager or Delegate:</b>    |  | <b>Date Received:</b>             |  |
| <b>SPR Access Complete</b>            |  | <b>Master Access List Updated</b> |  |
| <b>Request Form Saved &amp; Filed</b> |  |                                   |  |