

Primary Healthcare Panel Report: Delegate Access Form (Clinic Report)



For a delegate to receive access to a clinic-level **Primary Healthcare Panel Report**, all of the following information must be provided. A unique form must be filled out for each provider (a family physician, nurse practitioner, or pediatrician) included in the clinic report **annually**. This form must be accompanied by an online request at request.hqca.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: _____
Clinic Name: _____

Part C – Type of Report

Clinic Proxy Panel Report

Request this option if the providers you represent cannot provide a Confirmed Patient List (CPL) and you'd like the HQCA to estimate each provider's panel. The HQCA 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 clinic report when the HQCA receives: i) an online report request (visit request.hqca.ca) and ii) this signed delegate form for each provider included in the request.

Clinic Confirmed Patient List Report

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

If the providers you represent have not signed an Information Sharing Agreement (ISA) with the HQCA, then you will receive access to the clinic report when the HQCA receives: i) an online report request (visit request.hqca.ca), ii) this signed delegate form for each provider included in the request, iii) a completed ISA for each provider (one-time process), and iv) a CPL for each provider with Patient Health Numbers (PHNs).

If the providers you represent have signed an ISA with the HQCA, then you will receive access to the clinic report when the HQCA receives: i) an online report request (visit request.hqca.ca), ii) this signed delegate form for each provider included in the request, and iii) a CPL for each provider 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 clinic report that has already been generated this year, then you will receive access to the clinic report when the HQCA receives this signed delegate form for each provider included in the request.

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

Part D – Your Primary Care Network (PCN)

Select the PCN the providers currently belong to or select 'No PCN' if the providers are not members of a PCN. This will serve as the comparator in the report.

Part E – Authorization

By signing below, I consent to my provider data being used to generate a clinic-level **Primary Healthcare Panel Report** and grant access to the clinic-level report to the person named in **Part A – Delegate Information**.

Provider Signature: _____ Date: _____

Please email the completed form to primaryhealthcarereports@hqca.ca

Delegate Access Forms are required annually.