

# 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 physician included in the clinic report **annually**. This form must be accompanied by an online request at [request.hqca.ca](http://request.hqca.ca).

## **Part A - Delegate Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Part B – Physician 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 physicians you represent cannot provide a Confirmed Patient List (CPL) and you'd like the HQCA to estimate each physician's panel. The HQCA proxy panel is an estimate of a physician's active panel, based on the pattern of family physician billing claims over a three-year period. The algorithm predicts which family physician – from all those seen by a patient – is most likely to be the patient's main family physician.

You will receive access to the clinic report when the HQCA receives: i) an online report request (visit [request.hqca.ca](http://request.hqca.ca)) and ii) this signed delegate form for each physician included in the request.

### **Clinic Confirmed Patient List Report**

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

If the physicians 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](http://request.hqca.ca)), ii) this signed delegate form for each physician included in the request, iii) a completed ISA for each physician (one-time process), and iv) a CPL for each physician with Patient Health Numbers (PHNs).

If the physicians 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](http://request.hqca.ca)), ii) this signed delegate form for each physician included in the request, and iii) a CPL for each physician with PHNs.

**Physicians 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 physician 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 physicians currently belong to or select 'No PCN' if the physicians 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 physician 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**.

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the completed form to [primaryhealthcarereports@hqca.ca](mailto:primaryhealthcarereports@hqca.ca)

Delegate Access Forms are required annually.