

Instructions for submitting a Confirmed Patient List (CPL) to the HQCA

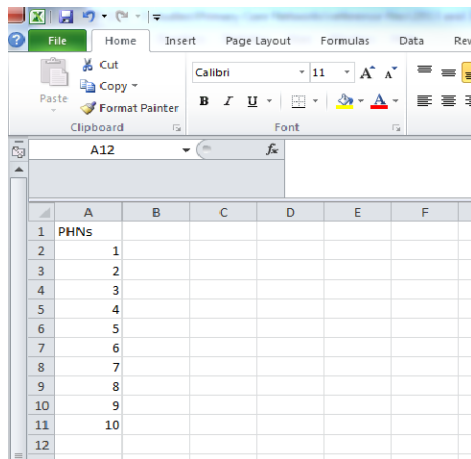
Important to know

The HQCA requires the Patient Health Numbers (PHNs) of the patients on your panel to produce a CPL version of your Primary Healthcare Panel Report. You'll need to create an Excel spreadsheet with the PHNs of your patient panel and save that spreadsheet to a USB stick. Then, please mail that USB stick to the HQCA. The attached instructions describe the process for submission and how to encrypt PHNs. The HQCA's mailing address is also included in the instructions.

Please email primaryhealthcarereports@hqca.ca with any questions or for more assistance.

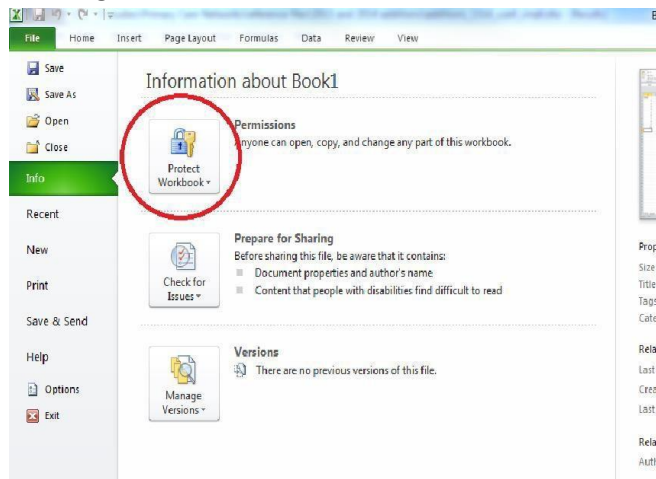
Initial steps:

- Extract a list of PHNs from your Electronic Medical Record (EMR).
- Put the list of PHNs in a spreadsheet. Please remove any additional information (e.g., names, contact information, etc.). The file should look like the following:

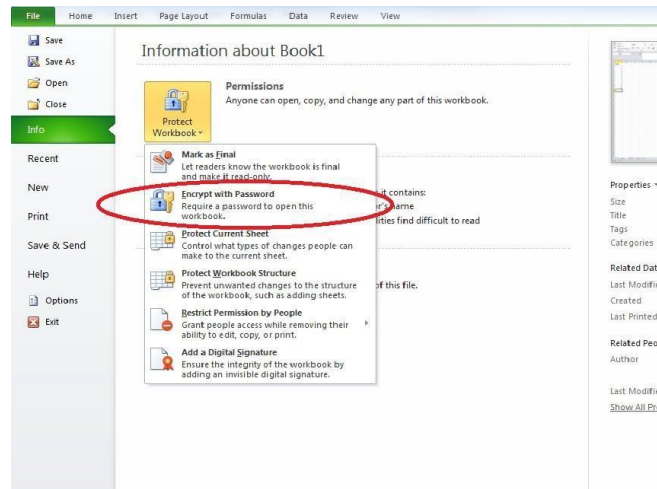


Windows users:

- Click on the “File” tab and select “Info”. Then, select “Protect Workbook”. You should see the following:



- Select “Encrypt with Password” (as shown below) and enter a password.

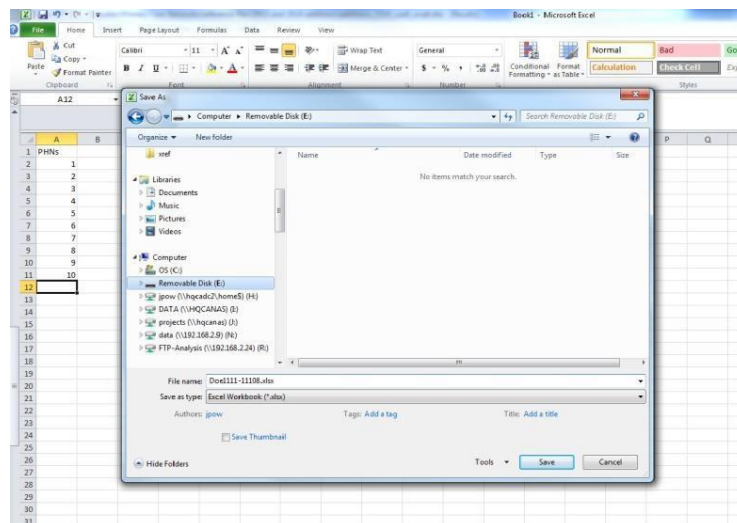


- The HQCA recommends the following for passwords:

- Include at least 10 characters
- Include uppercase and lowercase characters
- Include at least one number
- Include at least one special character (e.g., %)
- Please see the following example as a reference: Yh4@nK9Cb

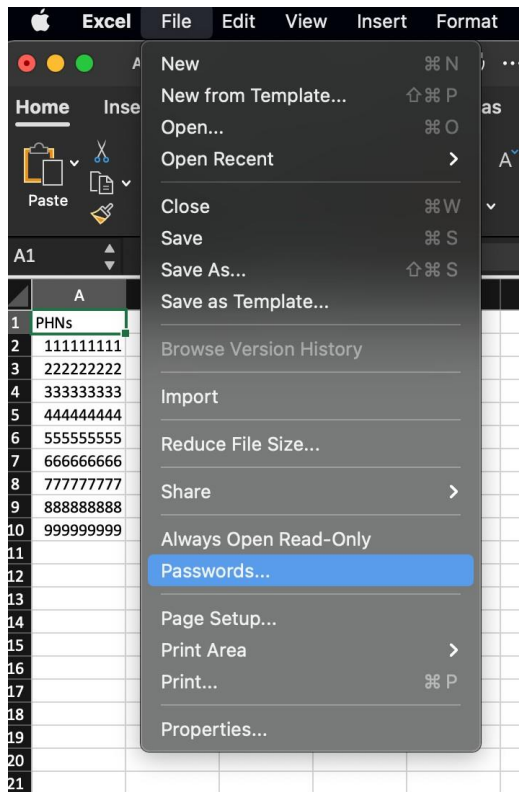
- Select the “File” tab, select “Save as”, and save the file to a USB flash drive with your last name and Prac ID as the file name.

- For example, Dr. Doe with Prac ID 1111-11108 would save their file with the name “Doe1111-11108.xlsx”.

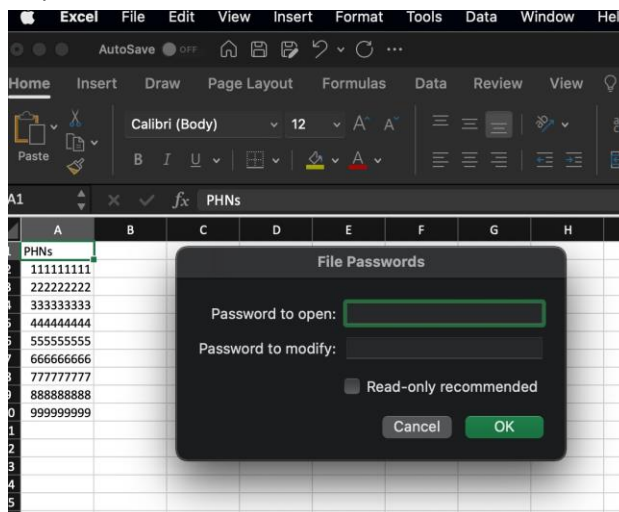


Mac users:

- Click on the “File” tab and select “Passwords”.

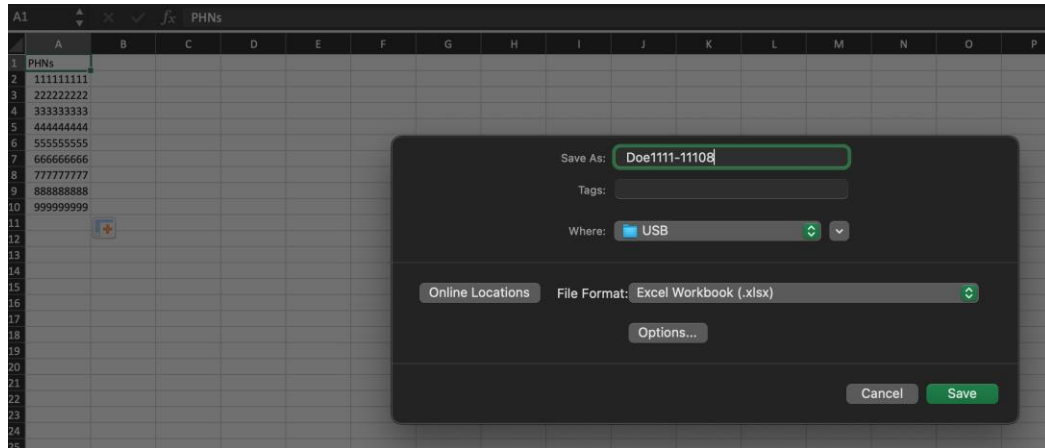


- Enter your password:



- The HQCA recommends the following for passwords:
 - Include at least 10 characters
 - Include uppercase and lowercase characters
 - Include at least one number
 - Include at least one special character (e.g., %)
 - Please see the following example as a reference: Yh4@nK9gCb

- Select the “File” tab, select “Save as”, and save the file to a USB flash drive with your last name and Prac ID as the file name.
 - For example, Dr. Doe with Prac ID 1111-11108 would save their file with the name “Doe1111-11108.xlsx”.



Final steps:

- You should now have an encrypted Excel file with a list of PHNs saved to a USB flash drive.
- Send the USB flash drive to Trenton Smith (care of the HQCA) via courier or drop it off in person at the HQCA office. The HQCA will arrange to have your USB flash drive returned to you.

Please use the following mailing information:

Trenton Smith
 Health Quality Council of Alberta
 210, 811 – 14 Street NW
 Calgary, AB T2N 2A4

- Email the **password** as well as your **Prac ID** to primaryhealthcarereports@hqca.ca.