

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



For a delegate to receive access to a physician's **Primary Healthcare Panel Report**, all of the following information must be provided. A unique form must be filled out for each physician **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 – Physician Information

First Name: _____ Last Name: _____ Phone: _____
Prac ID: _____ - _____ 08 Email Address: _____

Part C – Type of Report

Physician Proxy Panel Report

Request this option if the physician you represent cannot provide a Confirmed Patient List (CPL) and you'd like the HQCA to estimate the 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 report when the HQCA receives: i) an online report request (visit request.hqca.ca) and ii) this signed delegate form.

Physician Confirmed Patient List Report

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

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

If the physician you represent has signed an ISA with the HQCA, then you will receive access to the physician-level report when the HQCA receives: i) an online report request (visit request.hqca.ca), ii) this signed delegate form, and iii) a CPL 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 report that has already been generated this year, then you will receive access to the physician-level report when the HQCA receives this signed delegate form.

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

Part D – Your Primary Care Network (PCN)

Select the PCN the physician currently belongs to or select 'No PCN' if the physician 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**.

Physician Signature: _____ Date: _____

Please email the completed form to primaryhealthcarereports@hqca.ca

Delegate Access Forms are required annually.