DHDR Reports - Individual Service Enrolment

Use this form to enrol an individual for the ***Enterprise Reporting Service.***

Form Completion Instructions

Before proceeding with the enrolment request, the user must be registered with an @oneid.on.ca account. If user is not registered, please do so using the LRA online tool.

1. This form must be completed for each existing registrant.
2. All fields <u>must</u> be completed as specified.
3. The Local Registration Authority can email the completed form to registration.agents@ehealthontario.on.ca for processing.

Do not submit any personal information via email including: Gender, Date of Birth, and Identity Document Information

Part 1 – Registrant Details

First Name

Last Name

Organization Name and Location (e.g. Valley Health – ABC General Hospital)

Login ID (firstname.lastname@oneid.on.ca)

Part 2 – Sponsor Information

Sponsoring Organization Name and Location (e.g. Twin Falls Health Sciences Network – ABC General Hospital)

Sponsor's Full Name

Sponsor's Business Telephone * *(incl. Extension)*

Sponsor's Business Email

This request was authorized by the above sponsor via: ☐ Email ☐ Memo ☐ Other (specify):

Reporting – Enrolment Request *This section to be completed by the Sponsor or the Local Registration Authority on behalf of the Sponsor.*

By selecting the security group(s), program(s) and report(s) below to which the applicant should have access, you are authorizing the user for access to the Enterprise Reporting Service. The applicant will only receive access to reports for the organization indicated in Part 2.

Note: High Sensitivity Roles may be granted access to Personal Health Information (PHI), Personal Information (PI) and other Sensitive Content (SC). Do not authorize these enrolments where it is not strictly necessary.

Report Viewer Access (Security Group)
Select the group from which you are representing

☐ **DHDR Business:**
 Low Sensitivity – 004 - Temporary Unblocking of Acces Statistics Report
 Low Sensitivity – 008 - DHDR Utilization Report
 High Sensitivity – 001 - Temporary Unblocking of Access Report

☐ **OPDP:**
 Low Sensitivity – 004 – Temporary Unblocking of Access Statistics Report
 Low Sensitivity – 008 - DHDR Utilization Report
 High Sensitivity – 001 – Temporary Unblocking of Access Report
 High Sensitivity – Data Quality Report

☐ **ServiceOntario:**
 High Sensitivity – 001 – Temporary Unblocking of Access Report
 High Sensitivity – 10.1 – Temporary Unblocking of Access Report

☐ **Health Information Custodian/Privacy Officer**
 High Sensitivity – 003 – Temporary Unblocking of Access Report (org view)

Part 3 – Local Registration Authority Information

First Name

Last Name

Login ID (firstname.lastname@oneid.on.ca)

Part 4 – Token Information *This section to be completed by the **Local Registration Authority.** Specify the details of the RSA token. If the registrant does not have a token, please include mailing address below in 'Notes' section.*

☐ **Token Required For High Sensitivity Reports?** Registrants will need a secure token to access high sensitivity reports over the internet

If you have a token to be assigned to the registrant, please provide the information below.

Token serial number *		Token expiry date *(yyyy-mm-dd)* *	

Notes: Please provide mailing address of registrant if they do not already have a token.