

Site Profile Form

Instructions for Form Completion

This form is used to determine the type of technical connectivity required for DIS. These instructions will describe how to complete each section of this form.

Site Information:

- Enter the name of your clinic and the location address information requested

Site Sponsor Information

The Site Sponsor is the person who has the legal authority to hold a physician/clinician/staff person in the site accountable if there is a privacy breach. The Site Sponsor will be the person who signs the Access Agreement and will also sign all User Access Request forms for the site.

- Enter the information requested
 - Note: if the Site Sponsor works in a hospital or clinic associated with a hospital, please provide their nshealth email account.

Systems to Connect:

- Place a check mark next to 'DIS'

Site Staff Summary:

- Provide the number of users who will require access to DIS in each box as appropriate.

Note: With the exception of physicians, the numbers for all other preciber types are to be included in the 'Number of Clinicians' box.

Relationships with Health Authorities:

If your clinic is not affiliated with the Nova Scotia Health Authority (NSHA) or the IWK (i.e., physicians are not credentialed or staff members requiring DIS access are not NSHA or IWK employees), you will be required to complete a **SHARE Access Agreement for Private Healthcare Organizations**.

- Question 1: If your clinic is a physician clinic and the physician(s) in not credentialed, answer 'Yes'
- Question 2: If any of your clinical or administrative staff will require DIS access and they are not employees of the NSHA or IWK, answer 'Yes'

Futher Questions to Help Determine Agreements and Forms Required:

Provide the information requested. See the tips below.

- Questions 1, 2 and 6 refer to clinic relationship with the NSHA/IWK. If your clinic is not funded/supported by NSHA/IWK, answer 'No'.
- Question 3: If you've answered 'Yes' to the questions in the **Relationships with Health Authorities** section above, answer 'Yes'.
- Question 7: The Privacy Officer is the person responsible for privacy and security of personal health information within your clinic/organization.
- Question 8: Access to the DIS from outside of your clinic is available to **prescribers only**. You would request this access only if you will be required to access patient information or e-Prescribe when you are away from your clinic; for example, after clinic hours.

Site Technology:

Provide the information requested. See the tips below.

- Question 1: If you are funded/supported by the NSHA/IWK you are on the nshealth network.
- Question 2: If you are a physician clinic using the Nightingale Electronic Medical Record (EMR) system as part of the Primary Healthcare Information Management (PHIM) program, answer 'Yes'.
- Question 7: If you are connected to the nshealth network, is the connection made through Virtual Private Network (VPN)? [Note: If you are connected to the nshealth network, your connection will be either Static IP or VPN.]
- Question 7a: A secure router is typically an 'orange box' in your computer room.
- Question 9: The technical contact is the person HITS-NS would contact with questions/for additional technical information.

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It is not necessary to complete this table unless you are requesting access to the DIS 'from another location apart from your clinic' for more than one prescriber. [If you've answered 'Yes' to question 8 in the **Further Questions to Help Determine Agreements and Forms Required**] If you are requesting this access for more than one prescriber, enter their names and professional role (e.g., physician, nurse practitioner, optometrist, dentist).