



EMR Download Request and/or Changes Form

Please note: Before requesting EMR Download, you must have ClinicalConnect account. For more information on how to obtain a ClinicalConnect account, please visit: <https://info.clinicalconnect.ca/CC/healthcare/becoming-a-participant>

**Physician Information**

Please provide the following information for the physician that is requesting EMR Download access.

Physician's First Name:

Physician's Last Name:

Physician's MOH Billing #:

Physician's CPSO #:

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**Information on Individual Running EMR Download (For Telus Practice Solutions Customers)**

For offices using Telus Practice Solutions as the EMR, a staff member may be assigned to run the EMR download task on a daily basis. If the individual running the EMR download is not the physician, please fill out the fields below. This staff member will need to be provisioned by a physician (Sole Practitioner) and needs to have their own ClinicalConnect account which can be assigned via the Access Governance System.

First Name:

Last Name:

E-mail Address:

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**Office Contact Information**

Please provide contact information for your office. Identifying the primary point of contact for your office is important as this will ensure consistency in communication and timely follow up.

First Name:

Last Name:

Phone Number:

Extension

Office Address:

City

Postal  
Code:

E-mail Address:

## EMR Information

Please provide the following about your EMR solution.

Select your office EMR Software:

EMR Software Version

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## EMR Contact Information

Please provide the contact information for your EMR Vendor.

EMR Vendor Name (Important for OSCAR):

EMR Vendor Contact Name:

EMR Vendor Phone Number:

EMR Vendor E-mail:

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## Clinic IP Address Information

For security reasons, the ClinicalConnect EMR Download service can only download to pre-specified IP addresses, as opposed to any computer in your clinic. For this reason, please provide the IP address of the computer your clinic will be using for downloading activities from ClinicalConnect.

### How do I find my IP Address?

Static IP Address:

- 1) Go to Google.com
  - 2) Search for "What is my IP Address?"
  - 3) Your public IP address will be listed
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Please save this form and send a completed version to: [ccemr@hhsc.ca](mailto:ccemr@hhsc.ca)