

PHRS New Account Request



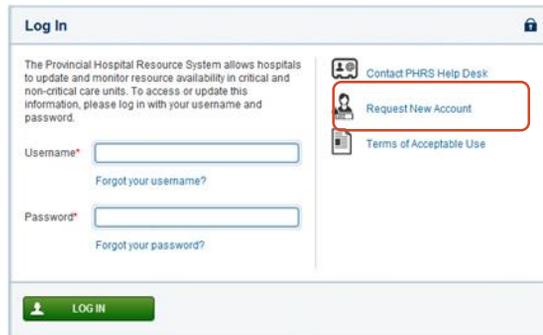
New to the Provincial Hospital Resource System (PHRS)?

Step 1: Accessing PHRS

Go to www.criticalcall.org and select the Access to PHRS button OR type the following address into your browser - <https://www.phrs.criticalcall.org>

Step 2: Requesting a PHRS Account

New users will need to request a new PHRS Account. At the PHRS Log-in Page, click on the “Request New Account”



Step 3: Complete the New User Account Information

The new PHRS User will complete required forms in the New User Account section including:

1. Personal Information (e.g. name, workplace/organizational email address, workplace/organizational phone number)

*No personal email addresses are to be used (examples @gmail.com, @yahoo.com, etc.)

2. Select Entity by expanding the LHIN Name to select the Hospital or Corporate Site(s) where you work
3. Request the Access Type(s) required for your role:

Request Access - Step 3

1 2 **3** 4

Access Type

Select the access type(s) required for your role

Select	Access Type	Description
<input checked="" type="checkbox"/>	Universal View Access	Automatic access to view all Bed/Resource Boards, Dashboards and Library (excludes Repatriation tool because it contains PHI)
<input type="checkbox"/>	Critical Care	Modify access to all the ICUs (Medical/Surgical, Cardiac, Paediatric Critical Care)
<input type="checkbox"/>	Mental Health & Addiction	Modify access to Mental Health & Addiction Resource board
<input type="checkbox"/>	Neonatal - Maternal	Modify access to Neonatal Level 2, Neonatal Level 3 and Maternal Resource boards
<input type="checkbox"/>	Ontario Renal Network	Modify access to Renal Resource board
<input type="checkbox"/>	Total Hospital Occupancy, Emergency Resources and On-Call Registry	Modify access to Total Hospital Occupancy, Emergency Resources and On-Call Registry
<input type="checkbox"/>	Decision Support	Access to Core Data Export
<input type="checkbox"/>	Repatriation	Access to Repatriation Tool
<input type="checkbox"/>	Audit	Access to the Audit Tool
<input type="checkbox"/>	Hospital Mapping Control	Access to CCIS to PHRS Mapping – Non-Critical Care

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4. Assign a PHRS Local Registration Authority¹ to process your request and create a security phrase that will be used to let you know that any messages you receive from the PHRS are generated from the PHRS
5. Read and agree to the disclaimer and then click the “Submit” button

Note 1: Each hospital has one or more designated PHRS Local Registration Authority(s) within their organizations. If you need assistance identifying the PHRS Local Registration Authority(s) for your organization, please contact phrshelpdesk@criticall.org

Step 4: Approval by your Hospital’s PHRS Local Registration Authority

The New PHRS User will receive an email message confirming the request has been received.

The Hospital PHRS Local Registration Authority will receive a notification of the New Account request and is responsible for approving the request

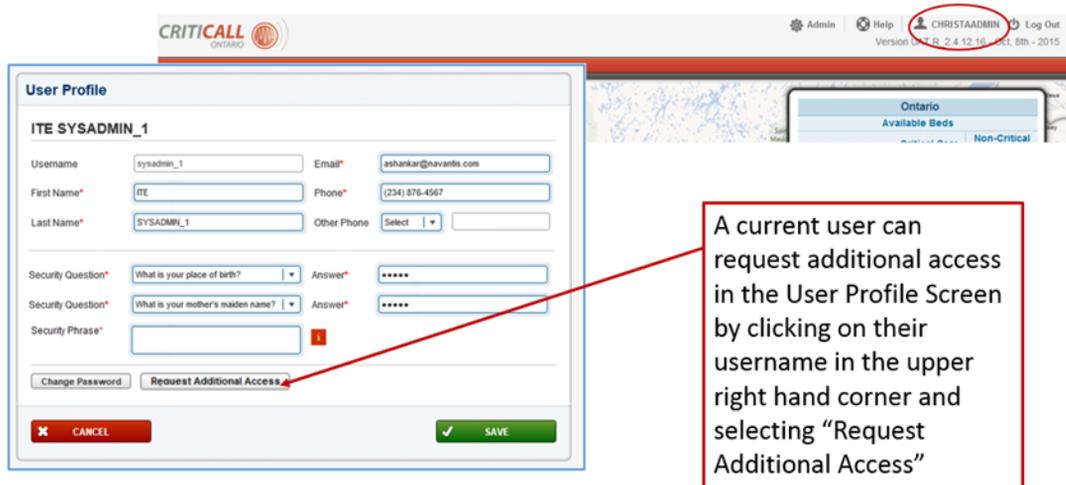
Step 5: Logging in for the First Time

Once the request has been approved by the Hospital PHRS Local Registration Authority, the new PHRS User will receive an email with a temporary encrypted link. The user will be required to create security questions and a unique password at first login.

Already have a PHRS account?

How to Request Additional Access for an Existing PHRS Account

Step 1: Login to Existing PHRS Account



The screenshot shows the 'User Profile' page for 'ITE SYSADMIN_1'. The user's details are as follows:

Field	Value
Username	sysadmin_1
First Name*	ITE
Last Name*	SYSADMIN_1
Email*	ashankar@navantis.com
Phone*	(234) 876-4567
Security Question*	What is your place of birth?
Security Question*	What is your mother's maiden name?
Security Phrase*	

At the bottom of the form, there are buttons for 'Change Password' and 'Request Additional Access'. A red box highlights the 'Request Additional Access' button, with an arrow pointing to a text box that reads: 'A current user can request additional access in the User Profile Screen by clicking on their username in the upper right hand corner and selecting "Request Additional Access"'. The username 'CHRISTAADMIN' is circled in red in the top right corner of the page.

Step 2: Select the appropriate type of access

Step 3: Submit the request to your Hospital's PHRS Local Registration Authority for approval.



If you have questions regarding your PHRS Account contact:
phrshelpdesk@criticall.org
(Don't forget to provide your phone number and extension)

If you would like to request PHRS Training contact:
phrstraining@criticall.org