

# Addition of a Physician Application

To add a new Physician to your clinic, please complete the steps below.

**Note:**

- The new Physician **must** sign and return the Physician Participation Agreement before the process can begin. See Step 3 on how to obtain a copy of the agreement.
- The **process** to add a Physician, once the signed agreement has been received by eDOCSNL **can take between 8 and 12 weeks**.
- Scheduling **will not** begin until the original signed paper copy of the agreement has been returned.

## Step 1: Clinic Information

Clinic Legal Name		Corporation #	
Street Address		City/Town	Postal Code

## Step 2: Physician Add Information

Complete the table below with the new Physician's information.

Anticipated Start Date: \_\_\_\_\_ Is Data Conversion Required: \_\_\_\_\_

Last Name	First Name		Middle Name/Initial
License #		Physician Mnemonic	
MCP Billing #		Email	
Main Phone		Direct Phone	

**Note:** MCP **must** be contacted and updated if the new physician will be using Med Access for **billing**.

## Step 3: Receiving Physician Participation Agreement

New Physician's mailing address or preferred address to mail the Physician Participation Agreement package:

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## Step 4: Submit Application

Email, fax or mail completed form to:

**eDOCSNL**  
c/o NL Centre for Health Information  
70 O'Leary Avenue, St. John's, NL, A1B 2C7  
**Email:** [info@edocsnl.ca](mailto:info@edocsnl.ca) **Fax:** 709-752-6529

*Personal information collected on this form is collected under the Newfoundland and Labrador Access to Information and Protection of Privacy Act and will only be used for the administration of eDOCSNL. Inquiries about the use and protection of this personal information should be directed to the ATIPPA Coordinator at NL Centre for Health Information.*