

Addition of a Provider Application

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

Note:

- The new Physician/NP must sign and return the Participation Agreement before the process can begin. See Step 3 on how to obtain a copy of the agreement. AHP do not get their own license so are not required to sign.
- The clinic signing authority must approve the addition of a new provider.
- The process to add a Provider, 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: Provider Add Information

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

Last Name		First Name		Middle Name/Initial	
Provider Type		License #		Provider Mnemonic	
MCP Billing #		Email			
Main Phone		Direct Phone			
Previous formal* TELUS Med Access training?		If yes, where was the training?			
Anticipated Start Date		Data Conversion Required			

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

* Formal training – new provider was a licenced provider at the clinic with training provided by a learning specialist from TELUS

Step 3: Receiving Provider Participation Agreement

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

Step 4: Authorize New Physician

I, _____, as the clinic signing authority, authorize _____ (new provider name) to access the personal health information of patients in the clinic named above.

Clinic Signing Authority

Date

Step 5: 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 **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.