



# Community Medical Office Assistant (MOA) Access to PowerChart - Intake Form

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|---|--|--------------|--|------|
| Please complete the intake form below and send to <a href="mailto:MOAPowerChart@viha.ca">MOAPowerChart@viha.ca</a> .                                    |  |              |  |      |
| Clinic Name   |  |              |  |      |
| Address   |  |              |  |      |
| Clinic Phone #  |  | Clinic Fax # |  |      |
| Clinic Email (Point of Contact for process)   |  |              |  |      |
| Clinic Manager (Point of Contact for process)   |  |              |  |      |
| All Provider Name(s) & Type<br>• GP - General Practitioner<br>• SP - Specialist<br>• NP - Nurse Practitioner<br>• RM - Midwife                          | Name(s) LAST NAME, FIRST NAME, INITIAL(s)  | Type         | Name(s) LAST NAME, FIRST NAME, INITIAL(s)                                      | Type |
|   |  |              |  |      |
|   |  |              |  |      |
|   |  |              |  |      |
|   |  |              |  |      |
| MOA Names(s) and Email(s)   | Name(s) LAST NAME, FIRST NAME, INITIAL(s)  |              | Email(s) (to provide education and account details)                            |      |
|   |  |              |  |      |
|   |  |              |  |      |
|   |  |              |  |      |
|   |  |              |  |      |
| Do the MOAs support one provider or multiple? E.g. Is there any crossover in the MOAs work between multiple providers to cover breaks, vacations, etc.? |  |              | <input type="checkbox"/> Yes <input type="checkbox"/> No                       |      |
| For MOA access to PowerChart, we can take two approaches. Please select <b>one</b> option below.  |  |              |  |      |
| <input type="checkbox"/> <b>Option 1</b><br>Individual Contract(s)  | Complete individual contract (s): One provider authorizes one MOA to access their patient records. The MOA is not authorized to access another provider's patient records unless a separate agreement is in place.   |              |  |      |
| <input type="checkbox"/> <b>Option 2</b><br>Clinic Contract   | Complete clinic based contract (available for a clinic with 3 or more providers): All providers in the clinic must already have access to PowerChart. One individual from the clinic (the managing provider, clinic owner, or office manager with signing authority) signs the contract on behalf of the clinic. That person holds responsibility for all the MOAs actions in PowerChart. All MOAs will be able to access patient records of any patients receiving care at that clinic. |              |  |      |
| If <b>Option 2</b> , please provide the following information:  |  |              |  |      |
| Authorizer Name   |  |              |  |      |
| Authorizer Title  |  |              |  |      |
| Authorizer Email  |  |              |  |      |
| All providers <b>must</b> have access to PowerChart   | If any providers do not have access to PowerChart, please contact the appropriate Island Health team to obtain access.   |              |  |      |
|   | For a provider seeking hospital privileges   |              | <a href="mailto:Credentialing_Office@viha.ca">Credentialing_Office@viha.ca</a> |      |
|   | For a provider that only requires "view-only" PowerChart Access  |              | <a href="mailto:CommunityEHR@viha.ca">CommunityEHR@viha.ca</a>                 |      |
| Comments (any additional access required?)  |  |              |  |      |

Please send the completed form and any questions to [MOAPowerChart@viha.ca](mailto:MOAPowerChart@viha.ca). It is the responsibility of the clinic to ensure the information provided above is correct, and stays current with island Health.

## Frequently Asked Questions

- What are the next steps in the process?
  1. Send the completed intake form to [MOAPowerChart@viha.ca](mailto:MOAPowerChart@viha.ca).
  2. The appropriate Information Sharing Agreement (ISA) will be sent to the clinic point of contact to be signed.
  3. Clinic return the signed ISA(s) to [MOAPowerChart@viha.ca](mailto:MOAPowerChart@viha.ca). If the ISA is returned with only the signature pages, it is not valid and must be refused processing. It must come in as a full contract, pages in the correct order, with all details (including date and checkboxes initialed or checked) completed and signed by all appropriate parties.
  4. Once accounts are created, MOAs will receive an email with their username and unique Island Health ID. They will be directed to contact the service desk to reset their password.
  5. The MOA will receive an eLearning module, which is mandatory prior to using their PowerChart account.
  6. Every two years, the MOA accounts will expire. Island Health will begin contacting the clinics in November of the expiry year (most accounts expire Dec. 31) to confirm the MOA's continued enrollment and need for PowerChart access. If the MOAs change before this time period or the clinics receive an expired account notification, clinics are to contact [MOAPowerChart@viha.ca](mailto:MOAPowerChart@viha.ca) to have the accounts updated.
- How long does the process take?
  - Once the completed contract is provided to [MOAPowerChart@viha.ca](mailto:MOAPowerChart@viha.ca), it will take approximately two weeks to provide the MOA's with their PowerChart access.
- What does the standard MOA access provide?
  - View only access to PowerChart for Community MOA's.
  - Island Health remote access.
  - Special Access requests include: PaceArt, TeleHealth calendars, and EMR Connect.
- What is the clinic's responsibility after access is granted?
  - Contact [MOAPowerChart@viha.ca](mailto:MOAPowerChart@viha.ca) whenever MOA's and provider staff in the clinic change, and we will determine if changes to the agreement are required.
  - With each new account request, it is the clinic's responsibility to request deactivation of any out-going MOA's accounts.