Alberta Referral Directory
Specialist User Guide

Welcome specialists

Thank you for taking the time to edit your Alberta Referral Directory (ARD) specialist profile. The ARD is Alberta Health Services' (AHS) and Connect Care's official referral information source. For more ARD information visit ahs.ca/ard or if you require assistance, please email ard@ahs.ca.

Important notes

- Your ARD specialist profile information originates from the College of Physicians and Surgeons (CPSA) and is updated weekly in the ARD. Any changes to the information (that CPSA exports) must be made at cpsa.ca.
- The ARD preferred browsers are Chrome, Edge or Firefox.
- A current CPSA number is required to register for a specialist account.
- @ahs.ca & @albertahealthservices.ca are not interchangeable when used as your username.
- NEW: A pop-up window will appear when linking a specialist profile to a central access profile. This popup will allow you to select the central access healthcare service profile and any applicable dependent locations where the services are provided. When using Safari, pop-ups should be enabled. If pop-ups do not appear or for any other errors, please email ard@ahs.ca.

Register to edit

Before you can edit your profile, you must register to obtain editing rights. Access will be immediately granted with a temporary password.

- Go to albertareferraldirectory.ca.
- Click 'Edit Profile' in the top right corner.
- Click 'Specialist Account' and then 'Register.'
- Enter the required information including your CPSA number.
- A temporary password will be immediately emailed to you and will expire within 24 hours.
- Login with your temporary password and create a new password.
- Review your profile and linked services (if applicable) and follow the three steps on page 2.

- ➢ You can assign delegates to manage your ARD specialist profile. To add a delegate, email your delegate's first name, last name, and email address to ard@ahs.ca.

Update your profile in three simple steps

STEP 1: Edit specialist profile

☐ Login to your specialist profile account. See page 1 for registration instructions.

☐ Click '**Step 1**'.

☐ Review, update and save the following information:

- Specialist Name - As listed on the CPSA. Include Preferred Name if applicable.
- Specialties and Areas of Interest - Add all specialties and areas of interest.
- Sites Procedures Performed - List of locations where procedures are performed.
- Languages Spoken - Review and select from dropdown list.
- Contact Information - Include Referral Phone and Fax if applicable.
- Notes - List specific information related to the referral process or practice.

  e.g., Specific demographic information on patients, inclusion/exclusion list.

  e.g., Document accompaniment for referrals.

☐ Save your changes.

STEP 2: Link to services

☐ Click '**Step 2**' to link to the service locations where you practice.

☐ Search service by Service Name, Specialty or Reason for Referral and click 'Search.'

☐ Click the service at location for linking.

☐ Click 'Step 2: Link To This Service' button on top right corner of profile.

☐ Repeat Step 2 to link multiple services.

☐ Email ard@ahs.ca if you cannot find the services that you are looking for.

STEP 3: Validate profile is complete

☐ Review your profile to ensure it is complete and accurate.

☐ Click '**Step 3**' to validate that your profile is up to date.

☐ The '**Step 3**' button will grey out noting 'Profile Validation Is Complete' and the ARD will be notified.

☐ The next time you are under the 'My Profile' tab, you will have the option to validate your profile again.

☐ You can update and validate your profile as often as needed to reflect any changes to your practice.

Example of specialist profile editing view

Frequently asked questions

What is the ARD?

The ARD is AHS' and Connect Care's official designated source for referral information in Alberta. The ARD eases the complexities of the referral process by eliminating the need to search, update, and publish documents in multiple places throughout the province. The directory is comprised of healthcare service information, specialist demographics, referral guidelines, referral forms, and detailed instructions to facilitate referral acceptance without delay.

Why do I have an ARD specialist profile?

Demographic information and license statuses from the CPSA are provided to the ARD each week via the Alberta Provider Registry. ARD profiles are automatically created for all CPSA specialists that are licensed and referral based. Specialists are encouraged to complete the remaining profile information that the CPSA does not provide and link to the services where they practice. Please let us know if you cannot find your profile or if you would like to request for it to be nonsearchable.

Can I update my CPSA information in the ARD?

Unfortunately, the ARD specialist information does not flow to the CPSA or any other sources at this time. It is important to update your CPSA information because it is synchronized weekly with the Alberta Provider Registry which underpins the ARD, Netcare, AHS clinical information systems, Connect Care and Alberta's Provider Self-Serve Portal. If you need to update your CPSA information, please visit www.cpsa.ca.

How do the ARD and Connect Care work together?

The Connect Care referral order hyperlinks to the ARD where providers can easily access referral information to ensure referrals are appropriate and complete.

What is a central access profile?

The ARD recently released a new central access profile that helps to better reflect central access referral processes, making it clearer for providers as to how and where to send referrals. They will contain links to the locations where the services are provided so referring providers can obtain relevant information specific to that service e.g., directions and parking maps. They will be linked in a phased approach.

Where can I learn more about the ARD?

The ARD has information and resources available on ahs.ca/ard. You can also search "ARD" on Insite, the AHS intranet site for employees. If you require assistance or have any questions, please email ard@ahs.ca.