

PFTs to Netcare Onboarding Checklist

Independent Facility

Facility Name:

Facility Main Contact:

Initiation Date:

Implementation Date:

Please download this template and use throughout the process.

Send all documents to RespiratoryHealthSection@albertahealthservices.ca

PREREQUISITE	<p>IMPORTANT:</p> <p>To get in the queue for connecting PFTs to Netcare, the facility must first have ALL these items done:</p> <ul style="list-style-type: none"> Equipment and software purchased; and Equipment and software installed by vendor and facility IT contractor; and Accreditation with CPSA in good standing; and A firewall appliance installed; FortiGate™ is easily supported; and A static IP address from your internet service provider; and For rural facilities, please make sure your internet speed is at least 15 Mbps (download and upload).
STAGE 1	<p><i>Once in the queue, the facility will complete all these items before moving to Stage 2, done in any order:</i></p> <ul style="list-style-type: none"> Netcare access: Facility manager/superuser requires clinical level 2 and PD review access on Netcare application. This allows the creation of an AB ULI for out of province or non AB patients Virtual Private Network (VPN): Work with AHS IT and facility's IT contractor to establish Documentation: Sent to AHS as outlined below <hr/> <p>NOTE:</p> <p><i>Send a copy of all the following documents to RespiratoryHealthSection@albertahealthservices.ca</i></p> <ul style="list-style-type: none"> Inventory list Email AHS with the number of body boxes and computer names or IP addresses Privacy Impact Assessment (PIA) Information Management Agreement (IMA) Provided by AHS, signed by facility's Medical Director (fully executed copy of IMA will be returned back to the facility when available) User Access Request completed for all staff and physicians (include CPSA or PRAC ID) who require an account and an AHS email address Provincial Organizational Readiness Assessment (pORA) Signed letter of endorsement for AHS' PIA send original to Office of Information and Privacy Commissioner (OIPC) Signed Confidentiality Agreements for all staff and physicians Completion dates for AHS privacy training (http://www.ahs.ca/info/Page3962.aspx) for all staff and physicians



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STAGE 2	<p>Once in Stage 2, the facility will complete all these items before moving to Stage 3, done in any order:</p> <p>Account setup: VMAX/SentrySuite user accounts initially set up by AHS; your Site Superuser manages future account set-ups and password resets. Sentry Mobile Review uses the physician’s existing AHS Windows account</p> <p>Workflow training videos: Viewed by all staff and physicians (https://www.ahs.ca/scns/Page13566.aspx)</p> <p>User Acceptance Testing (UAT): Facility to confirm a date by email</p>
STAGE 3	<p>Once in Stage 3, the facility will complete all these items before going live in Netcare, done in order of listing:</p> <ol style="list-style-type: none"> 1. UAT completed: Site Superuser/lead RRT completes sample reports in test environment, Medical Director and/or physicians review and interpret sample reports 2. UAT sign-offs: Provided by email from the Site Superuser/lead RRT and Medical Director to AHS 3. Go live date selected: Confirmed by email with AHS 4. Go live notices: Sent by Site Superuser/lead RRT to all facility staff, including details about any new processes regarding notification to referring physicians

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Updated: April 2021