

PFTs to NETCARE ONBOARDING CHECKLIST – Independent Labs

Lab Name:

Lab Main Contact:

Project Initiation Date:

Implementation Date:

Send all required documents to RespiratoryHealth.SCN@albertahealthservices.ca

	<p>List of all interpreting physicians with their CPSA or PRAC ID, and email addresses</p> <p>Names of all RRT's and email addresses</p> <p>Number of body boxes and computer names (and IP addresses)</p> <p>Equipment and software purchased and installed by vendor and lab IT contractor</p> <p><u>Virtual Private Network (VPN)</u> established by lab's IT contractor and AHS' IT</p> <p><i>Please note: these are the responsibility of the lab and can be done at the same time as the next steps</i></p>
	<p>Please send copies of the following documents to AHS (RespiratoryHealth.SCN@albertahealthservices.ca)</p> <p>Privacy Impact Assessment (PIA)</p> <p>Provincial Organizational Readiness Assessment (pORA)</p> <p>Information Management Agreement (IMA) signed by Medical Director (fully executed copy of IMA will be returned when available)</p> <p>Signed letter of endorsement for AHS' PIA (send original to Office of Information and Privacy Commissioner (OIPC))</p> <p>Signed confidentiality agreements for all staff and physicians</p> <p>AHS privacy training (http://www.ahs.ca/info/Page3962.aspx) completion dates for all staff and physicians</p>
	<p>Setup accounts: VMAX/SentrySuite RRT users need Sentry Suite accounts initially setup by AHS; your site super user manages password resets and setting up future accounts. Sentry Mobile Review (Sentry.NET) uses the physicians existing AHS Windows account.</p>
	<p>Workflow training videos viewed by all staff and physicians; Click here: SeS Training Videos</p>
	<p>Lab to confirm by email User Acceptance Testing (UAT) date</p>
	<p>UAT completed (RRT completes sample reports, medical director and physicians review and interpret sample reports)</p>
	<p>UAT sign-offs provided by RRT and medical director by email to AHS</p>
	<p>Go live date confirmed by email with AHS</p>
	<p>Go live communication sent by AHS to staff and physicians</p>

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