

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 proud to be Alberta Health Services and Connect Care's official referral information source. For more ARD information visit ahs.ca/ard.

Editing support

We are here to help. Please email ard@ahs.ca if you require assistance or have questions.

Important notes

- A current CPSA number is required to register for a specialist account
- ARD specialist profile information originates from the CPSA and is updated weekly. Any changes to the information (that CPSA exports) must be made at cpsa.ca.
- The ARD preferred browsers are Chrome, Edge or Firefox
- @ahs.ca & @albertahealthservices.ca are not interchangeable when used as your username

Register to edit

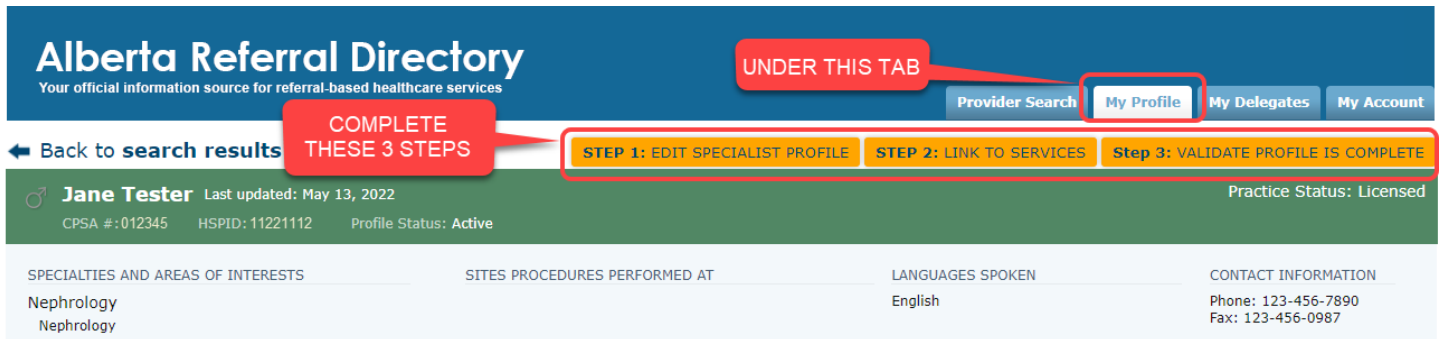
Before you can edit your profile, you must register to obtain editing rights. Access will be immediately granted with a temporary password.

- Go to albertareferraldirectory.ca
- Click 'Edit'
- Click 'Specialist' 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 3 steps on page 2

Have a delegate in mind?

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 Specialist Profile in 3 easy steps!



The screenshot shows the ARD website header with the 'My Profile' tab selected. A red callout box labeled 'UNDER THIS TAB' points to the 'My Profile' tab. Below the header, a navigation bar contains three steps: 'STEP 1: EDIT SPECIALIST PROFILE', 'STEP 2: LINK TO SERVICES', and 'Step 3: VALIDATE PROFILE IS COMPLETE'. A red callout box labeled 'COMPLETE THESE 3 STEPS' points to these three steps. The main content area shows a profile for 'Jane Tester' with details like 'Last updated: May 13, 2022', 'CPSA #: 012345', 'HSPID: 11221112', and 'Profile Status: Active'. Below this, there are four sections: 'SPECIALTIES AND AREAS OF INTERESTS' (Nephrology), 'SITES PROCEDURES PERFORMED AT', 'LANGUAGES SPOKEN' (English), and 'CONTACT INFORMATION' (Phone: 123-456-7890, Fax: 123-456-0987).

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 its complete and accurate
- Click **'Step 3'** to validate that your profile is complete

Frequently asked questions

What is the ARD?

The ARD is an online database comprised of comprehensive referral information and specialist demographics. The ARD centralizes up-to-date referral information across the province avoiding the need to publish documents in multiple places.

How does the ARD help healthcare providers?

Having referral information in a single, online source increases the likelihood of sending and receiving complete and appropriate referrals, the first time.

Why do I have an ARD profile?

Demographic information and license statuses from the College of Physicians and Surgeons (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 can't 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 contact 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.