



New Brunswick's Electronic Health Record (EHR)
 An initiative of One Patient, One Record (OPOR)

Instructions for completing the Request for EMR Remote Access (FORM EHR056)

1. COMPLETE THE FORM ELECTRONICALLY.

Tab to go from one field to another or click on the grey box beside each item.

a.	Full Name	Enter your first and last name. (do not use nicknames)
b.	Gender	Enter your gender (M or F).
c.	Work location (Clinic Name and City)	Enter the name of the clinic or site name as determined with Velante staff. Enter the city name.
d.	RHA & Zone	Enter the RHA name (either Horizon or Vitalité) and the zone number (1 to 7).
e.	Business Telephone Number	Enter the phone number where you can be reached at work.
f.	Role/Title	Enter the title or role that best describe your responsibilities in the office. (Examples: Office Manager, Medical Office Assistant, Billing)
g.	EMR Organization ID	The 4-digit number assigned to the EMR site and provided by Velante.
h.	E-mail address	Enter an e-mail address we can use to let you know that your remote access is ready or request missing information.
i.	Username	Enter your username or the user-ID which you use to log into the hospital system or ECP if you do billing reconciliation for the physician.
j.	Employee Number (not required for physicians and residents)	If you are an employee of Horizon or Vitalité, you must provide your employee number. Note that Horizon employee numbers are 8-digits long and Vitalité employee numbers are 6-digits long.
<p>AUTHORIZATION: Print the form and bring it to the physician who owns the EMR for his/her signature and date.</p> <p>If you work in a CHC using Velante EMR, bring the form to the CHC Manager for his/her signature and date.</p>		

2. SUBMIT YOUR REQUEST TO THE DEPARTMENT OF HEALTH EMR ADMINISTRATOR

<p>Submit the completed form to the following fax number: (1-506) 462-2012 OR You can also choose to scan the completed form and email it to: EMRAdmin@gnb.ca</p>
<p>Keep the original access request form for your records.</p>

NOTE: If there is any information missing, your access request will not be processed and you will be contacted by email to provide the missing information.