









CPAR Forms Checklist

	CPAR Access Administrator (AA) Form	Panel Request Form	Panel Administrator (PA) Form
 Whose signature is required?	<p>each provider submitting panels </p> <p>Access Administrator being registered </p>	<p>Access Administrator </p>	<p>Access Administrator </p> <p><i>NOTE: If CPAR AA is also the Panel Admin, an alternate CPAR AA is required.</i></p>
 How many forms are needed?	1 Form per Access Administrator	1 Form per Panel	1 Form per Panel Administrator
 Make sure to check	<p>Practitioner IDs comprised of 9 digits</p> <p>Facility ID correct? (this is the Billing/Class ID, not 4-digit alphanumeric W DFA used for Alberta Netcare)</p>	<p>Practitioner IDs comprised of 9 digits</p> <p>Facility ID correct? (this is the Billing/Class ID, not 4-digit alphanumeric W DFA used for Alberta Netcare)</p>	<p>Have panel numbers been added?</p> <p>Facility ID correct? (this is the Billing/Class ID, not 4-digit alphanumeric W DFA used for Alberta Netcare)</p>
 Where do forms get sent?	Fax completed and signed forms to eHealth Support Services at 1-844-630-0877		