

# Case Requirements for OHP Assessors

## Quick Reference Guide



**CPSO** Messages Contact Us SolisR3 Test49

### Welcome, Ms. SolisR3 Test49

CPSO#: 190523

#### Online Services

<b>About your Portal</b> Take a virtual tour of new features, find answers to frequently asked questions or call us for assistance.	<b>Profile</b> Profile is your home page for all Registration and Membership information, services and messages, including Professional Corporation.	<b>Membership Services</b> Request member-related services (Resignation, Certificate of Professional Conduct, Historical, Fee Receipts, Address Correction, Change of Scope/Re-entering Practice, Independent Health Facilities (IHF) etc.). View and send portal messages related to your service requests.
<b>Membership Renewal</b> Online annual renewal is available from mid-April for members holding a full Certificate of Registration. Postgraduate medical trainees must apply for renewal of their Postgraduate Education certificate if their Ontario training appointment has been renewed. Specific requirements for timely renewal are detailed in your renewal notice.	<b>My Practice</b> Manage your practice information. Update information about your hospital privileges, practice locations, languages, etc.	<b>Registration</b> Apply for a certificate of registration to engage in medical practice or postgraduate training in Ontario. Complete the self-screening questionnaire to determine your eligibility and obtain access to an online application.
<b>Out-of-Hospital Premises Inspection Program (OHP)</b> An online platform to submit staff affiliation forms, change notifications, updates adverse events and any additional information related to the Out-of-Hospital Premises Inspection Program.	<b>Register for Ontario Health's ONE ID</b> ONE ID is eHealth Ontario's digital identity and authentication system which allows health care professionals to securely access electronic health care applications such as ConnectingOntario with a single user name and password.	<b>Learning Portal</b> Complete your online orientation program.
<b>Investigations &amp; Resolutions</b> An online platform to view and respond to active investigations and compliance monitoring. You can view any previous, closed matter.	<b>Registration Supervision &amp; Monitoring</b> An online platform for subject physicians to view their ongoing and previous Registration matters. If you are a Supervisor, please refer to the "CPSO Review" tile.	<b>CPSO Review</b> An online platform for Assessors, Supervisors or Experts to view their ongoing and previous matters and to submit reports to the College.
<b>QA Assessments</b> An online platform to view and respond to your upcoming, ongoing and previous QA Assessments.	<b>Quality Improvement Program</b> An online platform to view your OI Program participation history and to participate in your upcoming and on-going OI Program Requirements.	

## CPSO Review

An online platform for Assessors, Supervisors or Experts to view their ongoing and previous matters and to submit reports to the College.

1. Sign-in to the Member Portal and click on the **CPSO Review** Tile

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CPSO Messages Contact Us SolisR3 Test49

### Ms. SolisR3 Test49

CPSO#: 190523

- PERSONAL DETAILS
- ADDRESSES
- APPLICATIONS
- FINANCIAL TRANSACTIONS
- MESSAGES ▲
- PRACTICE
- REGISTRATION
- SERVICE REQUESTS
- QUALIFICATIONS
- CORPORATIONS
- INVESTIGATIONS & RESOLUTIONS
- QA ASSESSMENTS
- OI PROGRAM
- SUPERVISION & MONITORING
- CPSO REVIEW**
- OUT-OF-HOSPITAL PREMISES

**Active Cases**

Case Number ↓	Case Type	CPSO Contact	Organization	Case Status
CAS-379529-T508G6		SolisTest User42	UAT IHF 5	In Progress
CAS-371499-LoC7Y6		Leandra Aguiar		In Progress
CAS-371405-F6F7L5		Leandra Aguiar		Reactivated

**Closed Cases**

Case Number ↓	Case Type	CPSO Contact	Subject Physician	Case Status
There are no records to display.				

2. Click on a **Case Number** to review details

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Messages Home Contact Us SolisR3 Test49

### Ms. SolisR3 Test49

Case Number: CAS-379529-T5Q8G5

#### CASE DETAILS

#### SCHEDULE OF REQUIREMENTS 3

#### MESSAGES

Case Type \*

IHF Assessment

CPSO Contact \*

SolisTest User42

Created On

January/19/2022 2:49 PM

Closed Date

—

Case Description

TechFuel Test

Subject Physician \*

UAT IHF 5

Contact Number

Provide a telephone number

Email

—

3. Review Case Details and then click **Schedule of Requirements**

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CPSO Messages Contact Us SolisR3 Test49

### Ms. SolisR3 Test49

Case Number: CAS-379529-T5Q8G5

CASE DETAILS

**SCHEDULE OF REQUIREMENTS**

MESSAGES

- Following the initial receipt of your submission, we will continue to update the status online as further documents are received and reviewed. You may be asked to provide additional documents or expand on your initial submission.
- Received, Under Review** – allow minimum of 2 business days for review of received requirements.  
**Not Received** – outstanding requirements yet to be received by the CPSO from you or a 3rd party. Refer to an explanatory note posted against each pending requirement for specific instructions.  
**Rejected** – requirement was assessed and deemed as deficient and/or incomplete. Refer to an explanatory note posted against each rejected requirement to review the reason for rejection and additional instructions.  
**Accepted** – requirements assessed and deemed acceptable.

**Requirements: Not Received or Rejected**

Requirement Name	Requirement Description	Due Date ↓	Status
Part B Report Submission (Facility Inspection • Rating)	4	June/06/2022	Not Received
Part B Report Submission (Facility Inspection • Rating)		June/06/2022	Not Received
Part A Report Submission (Documentation • Image Review)		April/26/2022	Not Received
Notify CPSO of Facility Inspection Date		April/19/2022	Not Received

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**Requirements: Under Review**

Requirement Name	Requirement Description	Due Date ↓	Status
There are no records to display.			

**Requirements: Accepted**

Requirement Name	Requirement Description	Due Date ↓	Status
Part A Report Submission (Documentation • Image Review)		April/26/2022	Accepted

4. Review the Case Requirements, then click on a Case Requirement

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The screenshot shows a 'View details' window with the following sections:

- Supporting Document(s) for Response(s) in Case (If Applicable):** Includes fields for Received Date, Requirement Status (Not Received), Due Date (June/06/2022), and Supporting Form URL.
- Description:** A large text area for details.
- Document:** A section with an 'ADD FILES' button (5) and a message: 'There are no folders or files to display.'
- Messages Regarding My Requirements:** A table with columns for Subject, Created By, and Date Sent. It includes a 'NEW MESSAGE' button (8) and a 'SUBMIT' button at the bottom.

Two modal windows are shown:

- Add files:** Contains a 'Choose files' button (6) and an 'ADD FILES' button (7).
- Message:** A rich text editor with a 'Subject' field, a 'Message' body, and a 'SEND MESSAGE' button (11). A 'POWERED BY' logo (9) is visible in the bottom right corner.

At the bottom of the main interface, there is an 'Attach Documents' button (10) and a note: 'Maximum upload file size: 32MB'.

5. Click **Add Files** to add any additional documents
6. Click **Choose Files** to select the files
7. Click **Add files** to confirm submission
8. Click **New Message** to send a message from the requirement
9. Fill in the **subject** and **message body**
10. Click **Attach Documents** to attach documents to the portal message
11. Click **Send Message**

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CPSO

### Ms. SolisR3 Test49

Case Number: CAS-379529-T5Q8G5

CASE DETAILS

SCHEDULE OF REQUIREMENTS

**MESSAGES** 12

Subject ↑	Date Sent	Read by Portal User
RE: test 3	January/21/2022 9:26 AM	
test 3 13	January/21/2022 9:23 AM	SolisR3 Test49
test1	January/21/2022 8:27 AM	SolisR3 Test49

View details

### Message

**Subject \*** test 3 **Date Sent** January/21/2022 9:24 AM

**Message**

File Edit View Format

Paragraph B I

test 3 any update?

POWERED BY TINY

**Documents**

Name ↑	Modified
60 day courtest letter.pdf (327 KB) 14	January/21/2022 9:24 AM

15 REPLY

12. Click **Messages** to review your messages
13. Click on a message to see more information
14. Click on the **Document** attached to the message to review it
15. Click **Reply** to reply to the message