This guide will assist you in getting started with sending Service Requests and Notifications regarding your Out-of-Hospital Premises.

Accessing the Member's Portal



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Out-of-Hospital Premises Inspection Program (OHP)

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.

> Once in the Member Portal, click on the Out-of-Hospital Premises Inspection Program (OHP) tile.

Accessing OHP Details Page and Requests/Notifications

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Once on the OHP details page, click on OHP Requests/Notifications.

Select one of the following:

New Address Notification (See page 3) New Procedure Notification (See page 4) New Equipment Notification (See page 5) Cease/Withdraw from the OHP Inspection Program (See page 6) Change in Medical Director (See page 7) Change in OHP Level (See page 8) Change OHP Name (See page 9) Premises Renovations (See page 10) Renting Space (See page 11)

Sending a New Addresses Notification

On the OHP Requests/Notifications page, scroll down and review the Approved Addresses listed under Approved Address. If the address need updating, you will need to submit a New Address Notification. Follow the steps below if needed.

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	CPSO#: 190505				
OHP DETAILS FINANCIAL TRANSACTIONS	List of historical OHP Requests/Notificat	ons			NEW REQUEST/NOTIFICATION
MESSAGES 🐥	Service Request Number	Service Request Type	Organization	Created On 🔸	Service Request Status
OHP REQUESTS/NOTIFICATIONS	175433	Renting Space	Fran Endoscopy Clinic	May/01/2023 11:10 PM	Draft 🗸
OHP INSPECTIONS/OHP SERVICE REQUEST CASES	175432	Renovation	Fran Endoscopy Clinic	May/01/2023 11:06 PM	Draft
ADVERSE EVENTS	175424	Renting Space	Fran Endoscopy Clinic	May/01/2023 156 PM	Draft
	175423	Renovation	Fran Endoscopy Clinic	May/01/2023 156 PM	Draft 💌
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	List of historical and pending approval A	ddresses			NEW ADDRESS NOTIFICATION
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	188 Bridlewreath ON St	Kitchener Canada	N2E 4B5 Future	February/01/2023 Business	Pending Approval December/15/2022
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		SUBMIT			
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Page 3

Sending a New Procedure Notification

On the OHP Requests/Notifications page, scroll down to the list of historical and pending approval procedures. If a new procedure needs to be added, you will need to submit a New Procedure Notification. Follow the steps below if needed.

	List of historical a	ind pending approva	l Addresses							NEW ADDRESS NOTIF <u>ICATIO</u>
	Street 1	Province / State	City	Country/Region	Postal Code / Zip	Address Status	Effective From	Address Type	CPSO Status Code	Created On 🕇
	188 Bridlewreath St	ON	Kitchener	Canada	N2E 4B5	Future	February/01/2023	Business	Pending Approval	December/15/2022 9:09 AM
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Sending a New Equipment Notification

On the OHP Requests/Notifications page, scroll down to the list of historical and pending approval Equipment. If new equipment needs to be added, you will need to submit a New Equipment Notification. Follow the steps below if needed.

	Procedure 🕇		Status	Effective From	
	Umbilical Hernia Repair		Pending Approval	March/10/2022	•
	Umbilical Hernia Repair		Pending Approval	March/09/2022	*
	Transanal Haemorrhoid D	earterialisation (THD)	Pending Approval	March/10/2022	~
	Transanal Haemorrhoid D	earterialisation (THD)	Pending Approval	March/09/2022	~
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	List of historical and pendir	ng approval Equipment			NEW EQUIPMENT NOTIFICATIO
	Serial Number 🕇	Make	Model	Installed On	Status
	258040	Testmanufacturer	Model 125	January/12/2022	Premises Withdrywn
New Equipment			Model 213	January/12/2022	Premises With trawn
Manufacturer*					
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Guidance Equipment *					
Guidance Equipment Type					
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XRIS Approval Date	Radiation Protection	en Officer			
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Sending a Cease/Withdraw from OHP Program Request

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ADVERSE EVENTS		175469	Renting Space	Fran Endoscopy Clinic	May/03/2023 1:39 PM	Draft	
		175468	Renovation	Fran Endoscopy Clinic	May/03/2023 1:35 PM	Draft	×
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	Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Pro	gram
SERVICE REQUEST DETAIL	Premises Name	
	Fran Endoscopy Clinic	
	Effective Date	
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	I acknowledge that an giving notice that the PREMISES Intends to withdraw from the Out Of Hospital Premises Impection Program as defined in Regulation.	
	I acknowledge the terms above	
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Sending a Change in Medical Director Request

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Sending a Change in OHP Level Notification

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Sending an OHP Name Change Request

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Sending a Renovation Request

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