

Changes to Medical Staff Contact Information—Effective December 29, 2022



Update to the Preferred Contact Information Section

- Update the new section title to “Preferred Business Contact Information
- Add checkbox with label “Same as/Copy from BUSINESS CONTACT INFORMATION above
- Update red text content to “**This information may be used in internal downstream systems and will be displayed in Health Authority / Organization internal directories.**”

Update to the Business Contact Information Section

- Duplicate red text noted above between section header and fillable fields

BUSINESS CONTACT INFORMATION			
<u>This information may be used in internal downstream systems and will be displayed in Health Authority / Organization internal directories.</u>			
Hospital/Clinic Name:			
Address Line 1:		Phone:	Ext:
Address Line 2:		Fax:	Ext:
City:		Pager:	Ext:
Province:	Postal Code:	Private/Direct Office Line:	Ext:
Email Address:		Cell:	

Business Contact Information

- We encourage Providers to use the Business Contact Information for their Preferred Business Contact Information.
- This information may also be used to flow to Health Authority Systems if the Preferred Business Contact is incomplete.

HOME CONTACT INFORMATION				
Address Line 1:		Address Line 2:		
City:	Province:	Postal Code:	Phone:	Fax:
Email Address:		Cell:	Pager:	

Home Contact Information

- This information is private and will not be shared with any Health Authority systems”.

PREFERRED BUSINESS CONTACT INFORMATION				
<u>This information may be used in internal downstream systems and will be displayed in Health Authority / Organization internal directories.</u>				
<input type="checkbox"/> Copy updated BUSINESS CONTACT INFORMATION from above				
Hospital/Clinic Name:				
Address Line 1:		Phone:	Ext:	
Address Line 2:		Fax:	Ext:	
City:		Pager:	Ext:	
Province:	Postal Code:	Private/Direct Office Line:	Ext:	
Email Address:		Cell:		

Preferred Business Contact Information

- Correspondences from Medical and Academic Affairs, including:
 - Sending out AppCentral applications (ie reappointments); Medical Staff Contracts and Compensation;
 - Cerner, CoPath, Sessions Application, On Call Scheduling system, eContracts, MediAr, PRAM, eScription.
- We encourage Providers to NOT use their Home Address in this Field.**

Please ensure the email address field is completed in all fields.

Where possible we encourage Medical Staff to use their Island Health email.