



**Putting Patients First**  
Transforming Health Care through Lean

**Name of Activity: Applying for an Provincial eHR Viewer Account**

**Role performing Activity: Health Care Providers**

# WORK STANDARD

**Location:**  
SHA

**Department:**  
Digital Health – Urban & Tertiary Services

**Document Owner:**  
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**Region/Organization where this Work Standard originated:**  
SHA

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**Date Approved:**

**Work Standard Summary:** The Provincial electronic Health Record (eHR) Viewer is a secure website which authorized health care providers can use to access patient information, no matter where a patient presents for care in Saskatchewan. The types of information available in the Provincial eHR Viewer includes:

- Laboratory and medical imaging results
- Prescription Drug information
- Immunization information
- Documents dictated into the provincial dictation/transcription system
- Clinical encounters
- Structured Medical Records
- Chronic Disease Information

### Essential Tasks:

1. A new streamlined provincial approval process has been developed. In order to access the new approval process, staff should choose **SKHealth as the organization** regardless of where they work in the province.

2. Managers will encourage all eligible staff to apply for access to the eHR Viewer. Staff do not require manager approval in order to apply for an account.

3. The employee/applicant will go to:

<https://www.ehealthsask.ca/services/ehr-viewer/Pages/Register-eHR-Viewer-Account.aspx>

(Or from the main eHealth Saskatchewan page under Health Care Providers click on eHR Viewer and then on the Register eHR Viewer Account on the left hand side of the eHR Viewer page).

**NOTE: If the employee already has an eHealth account please use the following link to apply for access to the eViewer**

<https://publicforms.ehealthsask.ca/pages/ehr-viewer-form.aspx>

Complete:

- Step 1 – Click on the link and then anywhere on the screen to start and watch the **QuickStart Video** and the **Privacy Video**.
- Step 2 – Review the eHR Viewer Joint Services Access Policy by clicking on the link.

- **Step 3 - Create a myeHealth Account.**

- Enter your name, **SHA email**, phone number and primary role. If you do not see your primary role there, choose Other.
- Choose the organization: **SKHealth** (which means SHA)
- Click on the box beside “Do you require eHR Viewer access?”

Complete the form below to create a new account.

\* Required


Personal Organization Security Questions Password Summary

**Organization**

Organizations:-

Start typing to find an organization.

Note: If you cannot find your organization within the list, please type Organization Not Listed.

Do you require eHR Viewer access?   Make sure to check off this box

Previous Next

- Click Next.
  - You are required to create four security questions; three security questions from the list of options plus your own personalized question and answer.
  - Review the Usage Policy and click on the box indicating you have read and understand the terms of the usage policy.
  - Review your information carefully and enter the security code that you see at the right.
- You will then see that your request has been submitted and that your user ID will be emailed to you shortly with further instructions. The confirmation email comes almost immediately; please check your junk folder if you do not receive one.
  - Please note that although your user ID has been created you will not be able to access the Viewer until your request has been approved by the SHA Organizational Approver.
  - Once the approver for SHA has approved your request, you will receive a second email indicating that you have received approval and can log on with your username and password.
  - If you have any problems with the process of applying or accessing the Viewer, please contact the eHealth support desk at [servicedesk@ehealth.ca](mailto:servicedesk@ehealth.ca) or call them at 1-888-316-7446.