

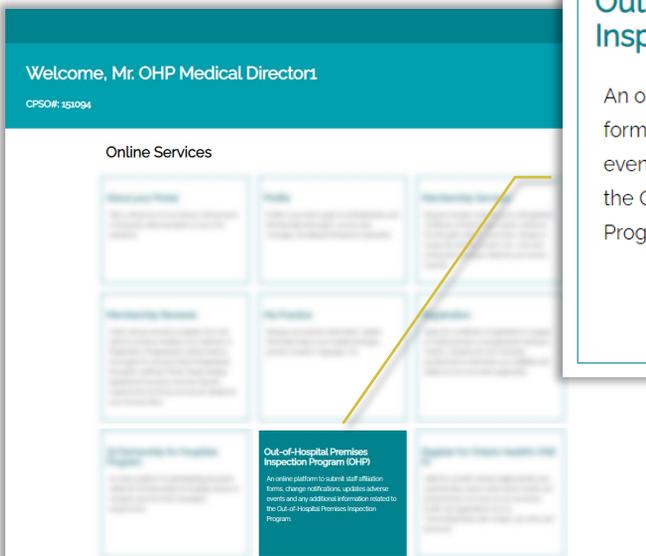
# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

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

Login to the Member Portal through the  
CPSO Website.

[www.cpso.on.ca](http://www.cpso.on.ca)



### 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.

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Accessing OHP Details Page and Requests/Notifications

When at the Out of Hospital Premises page, click on the OHP Number link associated with the OHP to access its Details Page.

The image displays two screenshots from the CPSO system. The top screenshot shows the 'SolisR3 Test40' page with a table of 'OUT OF HOSPITAL PREMISES'. A yellow box highlights the 'OHP Number' 'CR150968' in the table. An arrow points from this box to the 'OHP DETAILS' page shown in the bottom screenshot. The 'OHP DETAILS' page for 'Dr. OHPMedicalDirector Test' has a yellow box around the 'OHP REQUESTS/NOTIFICATIONS' link in the left-hand navigation menu. Another arrow points from this box to the 'OHP REQUESTS/NOTIFICATIONS' section of the 'OHP DETAILS' page, which is also highlighted with a yellow box. The 'OHP REQUESTS/NOTIFICATIONS' section contains a table of requests with columns for 'OHP Name', 'OHP Status', and 'Effective From'.

OHP Name	OHP Status	Effective From
Aladone UAT 1	Pending Approval	July/11/2022

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)

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## 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.

SolisR33 Test3133  
CPSO#: 190505

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
OHP REQUESTS/NOTIFICATIONS  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

Service Request Number	Service Request Type	Organization	Created On ↓	Service Request Status
175433	Renting Space	Fran Endoscopy Clinic	May/01/2023 11:10 PM	Draft
175432	Renovation	Fran Endoscopy Clinic	May/01/2023 11:08 PM	Draft
175424	Renting Space	Fran Endoscopy Clinic	May/01/2023 1:56 PM	Draft
175423	Renovation	Fran Endoscopy Clinic	May/01/2023 1:56 PM	Draft

NEW REQUEST/NOTIFICATION

List of historical and pending approval Addresses

Street 1	Province / State	City	Country/Region	Postal Code / Zip	Address Status	Effective From	Address Type	CPSO Status Code	Created On ↓
188 Brindleyweath St	ON	Kitchener	Canada	N2E 4B5	Future	February/01/2023	Business	Pending Approval	December/15/2022 9:09 AM

NEW ADDRESS NOTIFICATION

List of historical and pending approval Procedures

### Address Notification Create

This is my  address and is effective as of

Utilize the Search for Address field to locate the address as it is registered with Canada Post. In the fields Street 1, Street 2, Street 3 and Street 4, you have the option to input additional information to support the main address.

Street 1: Hospital / Clinic / Practice Site Name  
Street 2: Division / Department / Unit Name  
Street 3: Floor / Room / Suite - Specify type and number (e.g. Suite A200)

Street 1:

Street 2:

Street 3:

Street 4:

City:

Province/State:

Country/Region:

Postal Code/Zip:

Phone 1:

Ext 1:

Phone 2:

Ext 2:

Fax:

Once on the Requests/Notification page, click on the **NEW ADDRESS NOTIFICATION** button.

Fill out the Address Notification Create form and click the **SUBMIT** button.

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## 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.

The screenshot displays the OHP Requests/Notifications interface. At the top, there are navigation buttons for 'NEW ADDRESS NOTIFICATION' and 'NEW PROCEDURE NOTIFICATION'. Below these are two tables: 'List of historical and pending approval Addresses' and 'List of historical and pending approval Procedures'. The 'NEW PROCEDURE NOTIFICATION' button is highlighted with a yellow arrow pointing to a yellow callout box. The callout box contains the following text: 'Once on the Requests/Notification page, click on the NEW PROCEDURE NOTIFICATION button. Fill out the Add Procedure Notification form and click the SUBMIT button.' The 'Add/Remove Procedure Notification' form is shown in a separate window, featuring various dropdown menus for Category, Subcategory, Procedure, General Anesthesia, Parenteral Sedation, Regional Anesthesia, Local Anesthesia, Nerve Block, Tumescents, and Effective Date, along with a SUBMIT button.

Street 1	Province / State	City	Country/Region	Postal Code / Zip	Address Status	Effective From	Address Type	CPSO Status Code	Created On
188 Bridleweath St	ON	Kitchener	Canada	N2E 4B5	Future	February/01/2023	Business	Pending Approval	December/15/2022 9:09 AM

Procedure	Status	Effective From
Umbilical Hernia Repair	Pending Approval	March/10/2022
	Pending Approval	March/09/2022
	Pending Approval	March/10/2022
	Pending Approval	March/09/2022

**Add/Remove Procedure Notification**

Category \*

Subcategory \*

Procedure \*

General Anesthesia \*

Parenteral Sedation \*

Regional Anesthesia \*

Local Anesthesia \*

Nerve Block \*

Tumescents 0-500cc \*

Tumescents over 500cc \*

Effective Date \*

MMMM/DD/YYYY

**SUBMIT**

**NEW PROCEDURE NOTIFICATION**

**NEW EQUIPMENT NOTIFICATION**

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## 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.

The screenshot displays the 'List of historical and pending approval Procedures' and 'List of historical and pending approval Equipment' sections. The 'List of historical and pending approval Equipment' table is as follows:

Serial Number	Make	Model	Installed On	Status
2520AC	Test manufacturer	Model 125	January/12/2022	Premises Withdrawn
		Model 213	January/12/2022	Premises Withdrawn

The 'New Equipment' form includes the following fields:

- Manufacturer \*
- Equipment Name \*
- Guidance Equipment \*  
 Yes  No
- Guidance Equipment Type
- XRS Approval Date (MM/BB/CC/YYYY) and Radiation Protection Officer
- Model \*
- Serial Number \*
- New/Replacement/Refurbished \*  
 New  Replacement  Refurbished
- Approval Type for Use in Canada \*
- Installation Date \* (MM/BB/CC/YYYY)
- Purpose
- SUBMIT button

Once on the Requests/Notification page, click on the **NEW EQUIPMENT NOTIFICATION** button. Fill out the Add Equipment Notification form and click the **SUBMIT** button.

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Sending a Cease/Withdraw from OHP Program Request

On the OHP Requests/Notifications page, click on the **NEW REQUEST/NOTIFICATION** button.

SolisR33 Test3133  
CPSO#: 190505

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
**OHP REQUESTS/NOTIFICATIONS**  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

**NEW REQUEST/NOTIFICATION**

Service Request Number	Service Request Type	Organization	Created On	Service Request Status
175477	Renting Space	Fran Endoscopy Clinic	May/04/2023 1:09 PM	Submitted
175472	Renting Space	Fran Endoscopy Clinic	May/04/2023 8:44 AM	Draft
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

< 1 2 3 4 5 6 7 8 9 >

Services We Offer  
We offer a wide range of membership services to help you with any membership inquiries you may have.

**Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program**  
Fee: \$ 0  
**Start Request**

**Change in Medical Director**  
retest 209  
Fee: \$ 0  
**Start Request**

**Change in OHPI**  
Fee: \$ 0  
**Start Request**

**Renovation**  
Fee: \$ 0  
**Start Request**

**Renting Space**  
Fee: \$ 0  
**Start Request**

Once on the Services We Offer page, click on the Start Request button on the Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program tile.

Fill out the notification form and click the Next to continue.

**Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program**

**SERVICE REQUEST DETAIL**

Premises Name

Effective Date

I acknowledge that am giving notice that the PREMISES intends to withdraw from the Out Of Hospital Premises Inspection Program as defined in Regulation.

I acknowledge the terms above

**NEXT**

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Sending a Change in Medical Director Request

On the OHP Requests/Notifications page, click on the **NEW REQUEST/NOTIFICATION** button.

SolisR33 Test3133  
CPSO#: 190505

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
**OHP REQUESTS/NOTIFICATIONS**  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

Service Request Number	Service Request Type	Organization	Created On	Service Request Status
175477	Renting Space	Fran Endoscopy Clinic	May/04/2023 1:09 PM	Submitted
175472	Renting Space	Fran Endoscopy Clinic	May/04/2023 8:44 AM	Draft
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

NEW REQUEST/NOTIFICATION

Services We Offer  
We offer a wide range of membership services to help you with any membership inquiries you may have.

- Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program (Fee: \$ 0)
- Change in Medical Director (retest 20g, Fee: \$ 0)
- Change in OHP Level (Fee: \$ 0)
- Renovation (Fee: \$ 0)
- Renting Space (Fee: \$ 0)

Once on the Services We Offer page, click on the Start Request button on the Change in Medical Director tile.

Fill out the notification form and click the Next button to continue.

Change in Medical Director

Change Medical Director

Premises Name  
Fran Endoscopy Clinic

Current Medical Director  
SolisR33 Test3133

Proposed Medical Director CPSO Number  
CPSO Number  
190505

New Medical Director Name

Effective Date  
MM/DD/YYYY

NEXT

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Sending a Change in OHP Level Notification

On the OHP Requests/Notifications page, click on the **NEW REQUEST/NOTIFICATION** button.

SolisR33 Test3133  
CPSO#: 190605

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
OHP REQUESTS/NOTIFICATIONS  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

Service Request Number	Service Request Type	Organization	Created On	Service Request Status
175477	Renting Space	Fran Endoscopy Clinic	May/04/2023 1:09 PM	Submitted
175472	Renting Space	Fran Endoscopy Clinic	May/04/2023 8:44 AM	Draft
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

NEW REQUEST/NOTIFICATION

Services We Offer  
We offer a wide range of membership services to help you with any membership inquiries you may have.

- Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program (Fee: \$ 0)
- Change in Medical Director (retest 229, Fee: \$ 0)
- Change in OHP Level (Fee: \$ 0)
- Renovation (Fee: \$ 0)
- Renting Space (Fee: \$ 0)

Once on the Services We Offer page, click on the Start Request button on the Change in OHP Level tile.

Fill out the notification form and click the Next button to continue.

Changing OHP Level

SERVICE REQUESTS DETAILS

Premises Name  
Fran Endoscopy Clinic

Current OHP Level  
Level 3

Proposed OHP Level  
Level 3

Turnover over \$1000  
\$1000

NEXT

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Sending an OHP Name Change Request

On the OHP Requests/Notifications page, click on the **NEW REQUEST/NOTIFICATION** button.

SolisR33 Test3133  
CPSO#: 190505

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
OHP REQUESTS/NOTIFICATIONS  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

Service Request Number	Service Request Type	Organization	Created On	Service Request Status
175477	Renting Space	Fran Endoscopy Clinic	May/04/2023 1:09 PM	Submitted
175472	Renting Space	Fran Endoscopy Clinic	May/04/2023 8:44 AM	Draft
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

NEW REQUEST/NOTIFICATION

Services We Offer  
We offer a wide range of membership services to help you with any membership inquiries you may have.

- Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program
- Change in Medical Director
- Change in OHP Level
- Change OHP Name
- Renovation
- Renting Space

Once on the Services We Offer page, click on the Start Request button on the Change OHP Name tile.

Fill out the notification form and click the Next button to continue.

Change OHP Name

Please don't use any comma, apostrophe, slash, exclamation in your premises name

OHP Rename

Current OHP Name  
Fran Endoscopy Clinic

Proposed OHP Name \*

Reason for Name Change \*

Proposed Effective Date  
MM/DD/YYYY

NEXT

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Sending a Renovation Request

On the OHP Requests/Notifications page, click on the **NEW REQUEST/NOTIFICATION** button.

SolisR33 Test3133  
CPSO#: 190505

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
OHP REQUESTS/NOTIFICATIONS  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

Service Request Number	Service Request Type	Organization	Created On	Service Request Status
175477	Renting Space	Fran Endoscopy Clinic	May/04/2023 1:09 PM	Submitted
175472	Renting Space	Fran Endoscopy Clinic	May/04/2023 8:44 AM	Draft
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

NEW REQUEST/NOTIFICATION

Services We Offer  
We offer a wide range of membership services to help you with any membership inquiries you may have.

- Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program (Fee: \$ 0)
- Change in Medical Director (Fee: \$ 0)
- Change in OHP Level (Fee: \$ 0)
- Renovation (Fee: \$ 0)
- Renting Space (Fee: \$ 0)

Once on the Services We Offer page, click on the Start Request button on the Renovation tile.

Fill out the notification form and click the Next button to continue.

Renovation

SERVICE REQUESTS DETAILS

Premises Name  
Fran Endoscopy Clinic

Renovation Details

Completion Date  
yyyy-mm-dd

NEXT

# Service Requests and Notifications Guide for Out-of-Hospital Premises Medical Directors

## Sending a Renting Space Request

On the OHP Requests/Notifications page, click on the **NEW REQUEST/NOTIFICATION** button.

SolisR33 Test3133  
CPSO#: 190505

OHP DETAILS  
FINANCIAL TRANSACTIONS  
MESSAGES ▲  
OHP REQUESTS/NOTIFICATIONS  
OHP INSPECTIONS/OHP SERVICE REQUEST CASES  
ADVERSE EVENTS

List of historical OHP Requests/Notifications

**NEW REQUEST/NOTIFICATION**

Service Request Number	Service Request Type	Organization	Created On	Service Request Status
175477	Renting Space	Fran Endoscopy Clinic	May/04/2023 1:09 PM	Submitted
175472	Renting Space	Fran Endoscopy Clinic	May/04/2023 8:44 AM	Draft
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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Services We Offer  
We offer a wide range of membership services to help you with any membership inquiries you may have.

- Ceasing/Withdrawing from the Out-of-Hospital Premises Inspection Program  
Fee: \$ 0  
**Start Request**
- Change in Medical Director  
retest 20g  
Fee: \$ 0  
**Start Request**
- Change in OHP Level  
Fee: \$ 0  
**Start Request**
- Renovation  
Fee: \$ 0  
**Start Request**
- Renting Space**  
Fee: \$ 0  
**Start Request**

Once on the Services We Offer page, click on the **Start Request** button on the Renting Space tile.

Fill out the notification form and click the **Next** button to continue.

Renting Space

SERVICE REQUESTS DETAILS

Premises Name  
Fran Endoscopy Clinic

Occupancy Date  
MM/YY/DD/YYYY

Provide Details Below

**NEXT**