The CPSO's Member Portal for Physicians Submitting an OHP Staff Affiliation Request

Quick Reference Guide

Follow these steps to **access the CPSO's Member Portal** as physician to submit an **OHP Staff Affiliation** request.

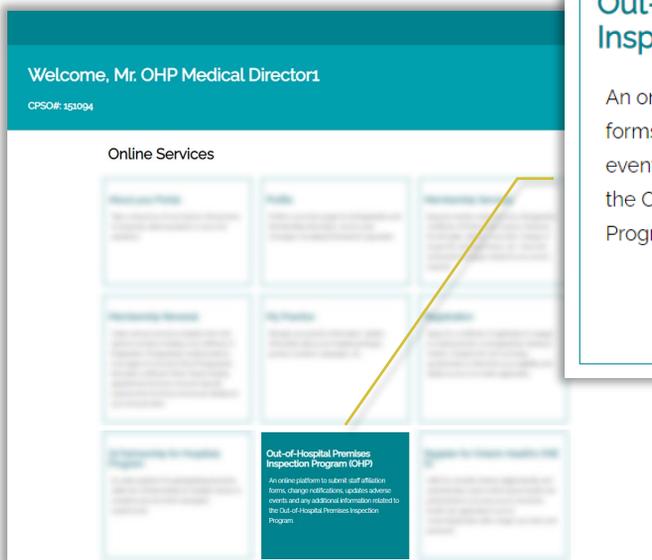Login to the Member Portal through the CPSO Website.

www.cpso.on.ca

🔒 PORTAL SIGN IN   MEMBER/APPLICANT LOGIN

CPSO

PUBLIC ▾   PHYSICIANS ▾   ABOUT ▾   NEWS ▾

COVID-19 UPDATES

Answers to frequently asked questions and additional information around the effective choices you can make to keep you and others safe.

RESOURCES

Welcome, Mr. OHP Medical Director1

CPSO#: 151094

Online Services

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.

1. From the Out-of-Hospital Premises area of the Member Portal **scroll down** to the Staff Affiliations to Out-of-Hospital Premises section
2. Click the New Staff Affiliation button

Dr. SolisR3 Test162
CPSO#: 191157

OUT OF HOSPITAL PREMISES

APPROVED AND IN PROGRESS OUT-OF-HOSPITAL PREMISES

NEW PREMISES APPLICATION

OHP Number	OHP Name ↑	OHP Status
There are no records to display.		

SUBMITTED OUT-OF-HOSPITAL PREMISES

OHP Number	OHP Name ↑	OHP Status
There are no records to display.		

DRAFT APPLICATION FOR NEW OUT-OF-HOSPITAL PREMISES

OHP Number	OHP Name ↑	OHP Status
There are no records to display.		

STAFF AFFILIATIONS TO OUT-OF-HOSPITAL PREMISES

NEW STAFF AFFILIATION REQUEST

OHP Number	OHP Name	OHP Status	Effective From ↑	
OR148227	5 Year OHP 3	Pending Approval	August/14/2021	▼

CPSO

Create Staff Affiliation Request

OHP Staff Affiliation Request

Fee: $ 75

Start Request

3. Click on the Start Request Button

Staff Affiliation Request

SERVICE REQUEST DETAILS

OUT-OF HOSPITAL Premises to be affiliated with

④ ADD PREMISES

OHP Number	OHP Name	Effective Date of Commencing ↑
OR156968	Aladone UAT 1	February/07/2022

SUPPORTING DOCUMENTS

Please confirm whether you intend on providing and/or delegating the administration of anesthesia and provide a copy of your valid ACLS card with expiry date.
Please provide a copy of your valid PALS card with expiry date or please confirm that you are not providing care for patients fourteen years and younger.
Please note: All ACLS, BLS and PALS courses must contain both hands-on and theory components and align with the Heart and Stroke Foundation Ontario course outlin... OHPIP Standards 5.0.

⑤ ✚ ADD FILES

Name ↑	Modified	
📄 Sample Document.pdf (34 KB)	less than a minute ago	⌄

4. Click on the Add Premises button to add the Premises you wish to request affiliation
5. Click the Add Files button to add supporting documents
6. Click the Next button

⑥ NEXT

Service Request

Status: Draft

SERVICE REQUESTS DETAILS

MESSAGES ▲

SUPPORTING DOCUMENTS

SERVICE REQUESTS DETAILS

Service Request Type *		Received Date *	
OHP Staff Affiliation Request		January/27/2022	

Service Request Number		Closed Date	
173201		—	

Service Request Status

Draft

Payment

In order to proceed with your service request, you must pay a processing fee. Please pay the fee below, once the payment has been successfully completed your service request will begin to be processed.

Product	Amount
OHP Staff Affiliation Request	75.00

Total Amount: $75.00

⑦ CANCEL | PAY NOW

7. Click on the Pay Now button to pay the fee

CPSO

Please allow up to 60 seconds for your payment to be processed.

Do not refresh or leave the payment page, or, close your browser while your payment is being processed.

Doing so may result in duplicate transactions or an incomplete payment.

PAYMENT INFORMATION

$75.00 CAD	INV-429458-J9C2F3

VISA ▼

Staff Affiliation Test

4504481742333

01 ▼	2021 ▼	123

Submit Payment

Visa and Mastercard are accepted.

Powered by bambora

8. Enter in your payment information
9. Click on the Submit Payment button

CONFIRMATION

Thank you, your payment has been successfully processed. A receipt will be sent to your email address on file.

GO TO HOME PAGE

10. You're all Done! Click the GO To Home button to return to the Portal homepage.