


**Saskatoon Area Medication Reconciliation:
How To Register for PIP for Medical CLERKs/Physicians:**

1. Access: <https://www.ehealthsask.ca/services/pip>

2. Select “Register PIP Account:



The screenshot shows the eHealth Saskatchewan website. The top navigation bar includes social media icons, 'Careers', 'Contact Us', and a search bar. Below this is a main navigation bar with categories: Residents, Health Care Providers, Health Data and Analytics, Citizen Engagement, and About Us. A sidebar on the left is titled 'Pharmaceutical Information Program' and contains a list of options: Login to PIP, Register PIP Account (highlighted with a red arrow and a black box), Access PIP Training Resources, Access PIP Identity Management, and PIP Quality Improvement Program. The main content area is titled 'Pharmaceutical Information Program (PIP)' and contains text about the program's purpose and benefits, along with a list of features: Access the medication profile for all Saskatchewan residents, Enter allergy/intolerance information, and ePrescribe. It also notes that PIP provides information of prescriptions dispensed in Saskatchewan community pharmacies.

3. Scroll down the page to section titled “Registration for individual users” and select “Register a PIP User Account”:

Registration for individual users

Individual users to the PIP program need to complete the following steps:

1. Review the [Joint Services and Access Requirements for PIP Access](#)
2. [Complete the Joint Services/Access Policy confirmation document](#)

For Delegate Access: [Complete and submit the PIP Delegate Authorization Form](#)

3. [Complete the applicable training modules for Basic Users or Prescribers](#)

 **4. [Register a PIP user account](#)**

New users need to select "Health – New users registered after June 1."

5. Await email confirmation

4. **Read and Accept to Terms of Use and Disclaimer**

5. **Under PIP Account Registration -> Create Account,**

- For the question regarding being an employee of a Regional Health Authority, select “YES”
- For Organizational Domain, use drop down box to select “SktnHR”
- For User ID, enter in account username used to log into the computer system (e.g. often is last name and first intial of first name)
** this will ensure login and password for PIP is the same as system login
- Select Continue

PIP Account Registration -> Create Account

Are you an employee of a Regional Health Authority, Sask Cancer Agency, Ministry of Health or eHealth? No Yes

Independent providers including community pharmacies and private practices' clinicians and staff will typically select **No**

Organizational Domain *

Select your organizational domain. This will be the Regional Health Authority, Sask Cancer Agency, Ministry of Health or eHealth. If your Organizational Domain is not displayed in the dropdown above, please select **No** and click **Continue**.

User ID

The User ID will be the user name you would use to log onto your work computer

6. Complete registration with required information including identity information and personal information:

Identity

Registration User Type

Provider Type

Email * Confirm Email *

Facility *

There will be a small delay before the drop-down menu appears after you have entered the first 5 letters of your Facility.

For Identity,

- **For provider type**, select appropriate option as follows:
 - Medical CLERKS: Other
 - Residents/Attending Physicians: Physician
- **For Email**: will auto-populate with Saskatchewan Health Authority email
- **For Facility**, enter your primary place of work by entering the first 5 letters of the site name:
 - Royal University Hospital
 - St. Paul's Hospital
 - Saskatoon City Hospital

Personal Information

First Name * Last Name *

Date of Birth * Gender *

Work Address * City *

Province * Postal Code *

Work Phone *

Please Note: The date of birth is being collected for user verification purposes.

For Personal Information,

- **Enter in date of birth and select gender**

Personal Information

First Name * Last Name *

Date of Birth * Gender *

Work Address * City *

Province * Postal Code *

Work Phone *

Please Note: The date of birth is being collected for user verification purposes.

- **For work address and phone number**, enter information corresponding to primary place of work:
 - Royal University Hospital: 103 Hospital Drive, Saskatoon SK S7N 0W8
306-655-1000
 - St. Paul’s Hospital: 1702 20th Street West, Saskatoon, SK S7M 0Z9
306-655-5000
 - Saskatoon City Hospital: 701 Queen Street, Saskatoon SK S7K 0M7
306-655-8000

7. Save information

8. Once registration for PIP is completed, it will be approved by our PIP Saskatoon approver and access should become available immediately thereafter. You will receive an email notifying you that access to PIP has been approved and granted.

9. Review appropriate Training Modules to improve knowledge and efficiency in navigating and accessing information through PIP: <https://www.ehealthsask.ca/services/pip/Pages/PIP-Training-Resources.aspx>