The CPSO's Member Portal for Out-of-Hospital Premises Medical Directors
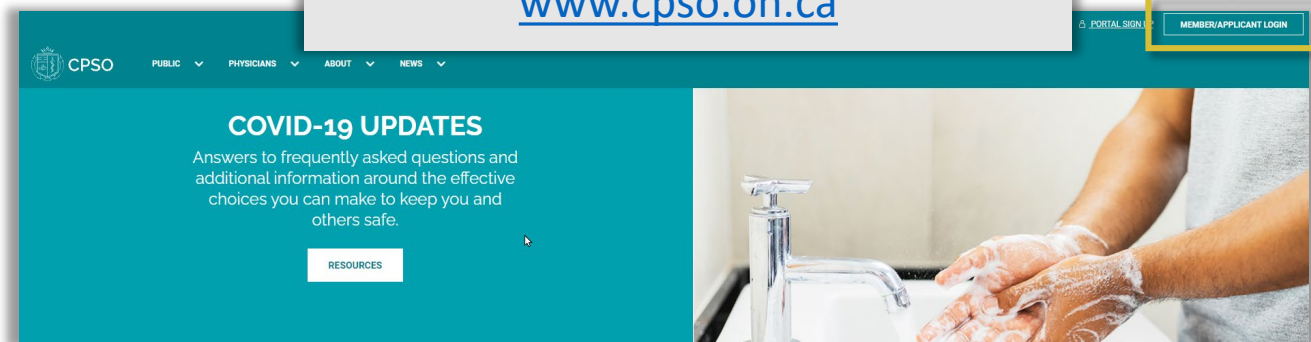
Quick Reference Guide

Follow these steps to **access the CPSO's Member Portal** as an OHP Medical Director.

1 Login to the Member Portal through the CPSO Website.

www.cpso.on.ca

MEMBER/APPLICANT LOGIN

PORTAL SIGN

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.

2 Once in the Member Portal, click on the Out-of-Hospital Premises Inspection Program (OHP) tile.
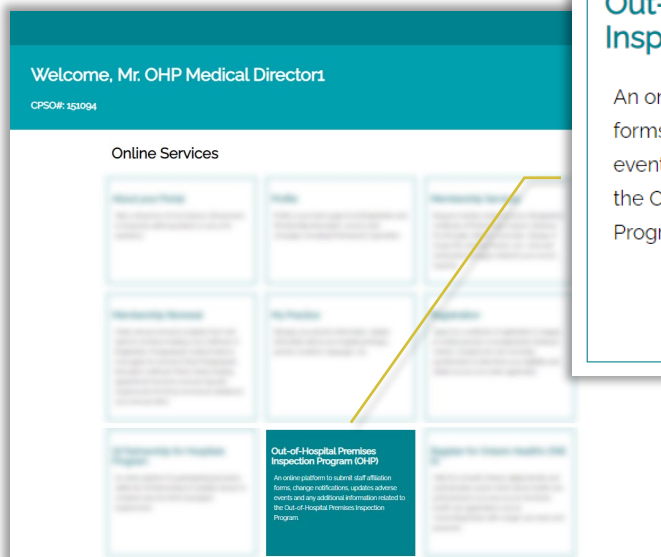
The CPSO's Member Portal for Out-of-Hospital Premises Medical Directors

Quick Reference Guide

Once logged into the Out-of-Hospital Premises area of the Member Portal you will be able to view your approved, in-progress, submitted and draft premises applications and begin and submit new ones. In addition, you will also be able to view your affiliations to other Out-of-Hospital Premises and begin and submit new requests. Communication to and from the CPSO will be done through Portal Messages which can also be accessed through the Out-of-Hospital portal page.

CPSO

SolisR3 Test40
CPSO#: 190514

OUT OF HOSPITAL PREMISES

APPROVED AND IN PROGRESS OUT-OF-HOSPITAL PREMISES

NEW PREMISES APPLICATION

OHP Number	OHP Name ↑	OHP Status
OR156968	Aladone UAT 1	In Progress
OR148268	Testing OHP 3	Approved

SUBMITTED OUT-OF-HOSPITAL PREMISES

OHP Number	OHP Name ↑	OHP Status
OR156896	Testing OHP 3	Submitted

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

There are no records to display.

1. Receive and send Portal Messages
2. View Approved, In-progress, Submitted and Draft Premises Applications
3. Start a New Premises Application
4. View Staff Affiliations to other Out-Hospital-Premises
5. Start a New Staff Affiliation Request

Note: to view details of an OHP, send a Notification/Service Request, work on Inspection Scheduled Case Requirements or Report an Adverse Event, click on the OHP Number link associated with the OHP.

The CPSO's Member Portal for Out-of-Hospital Premises Medical Directors

Quick Reference Guide

From the OHP Details page you will be able to view OHP details, approved addresses, all approved procedures, all approved equipment, all affiliated staff and historical renewals. Also, through the left-hand navigation, you will be able to view all Past Financial Transactions, receive and send Portal Messages, submit Service Requests and Notifications, view OHP inspection details and complete inspection Scheduled Case Requirements and report Adverse Events.

1. OHP Details
2. List of Approved Addresses
3. List of Approved Procedures
4. List of Approved Equipment
5. List of Affiliated Staff
6. List of Historical OHP Renewals
7. Financial Transactions: Outstanding and Paid Invoices
8. Receive and send Portal Messages
9. Send Service Request and Notifications
10. View OHP Inspection details and complete Inspection Case Requirements
11. Report an Adverse Event

NOTE: Service Requests and Notifications include:

- Change in Medical Director
- Change in OHP Level
- Renting Space
- Renovation
- Cease/Withdrawing from the OHP Program
- New Address Notification
- New Procedure Notification
- New Equipment Notification