

User Guide for Registering Personal Care Residents into the Vaccine Risk Factor Portal

The resident must be entered through the portal **before** the vaccine claim is submitted to the Drug Plan for adjudication.

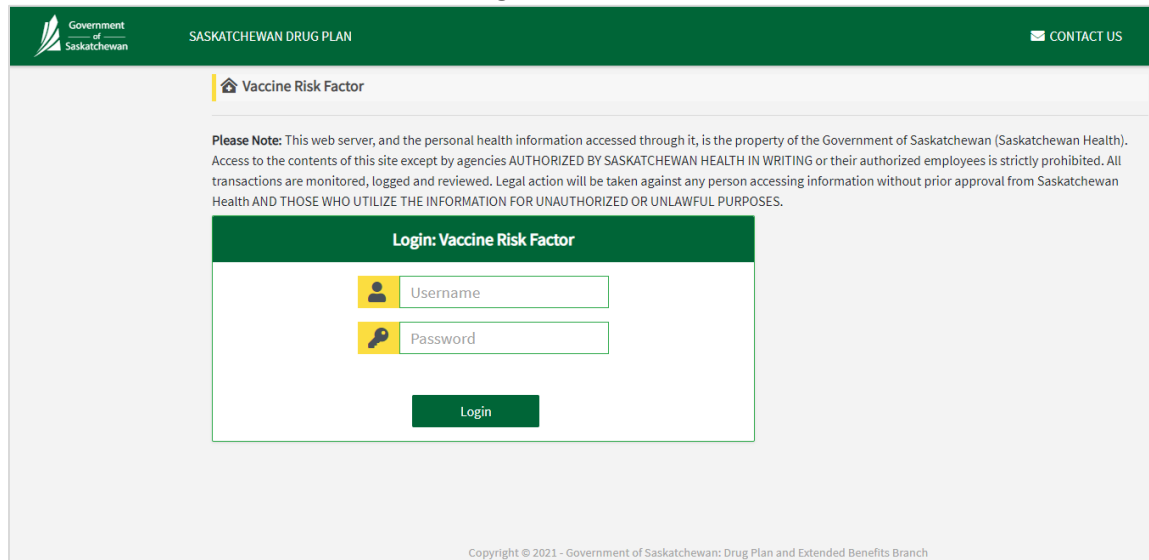
The recommended browser is Chrome.

Please click or copy the following URL to access Vaccine Risk Factor Portal:

<https://vaccineriskfactor.drugplan.ehealthsask.ca>

Step 1:

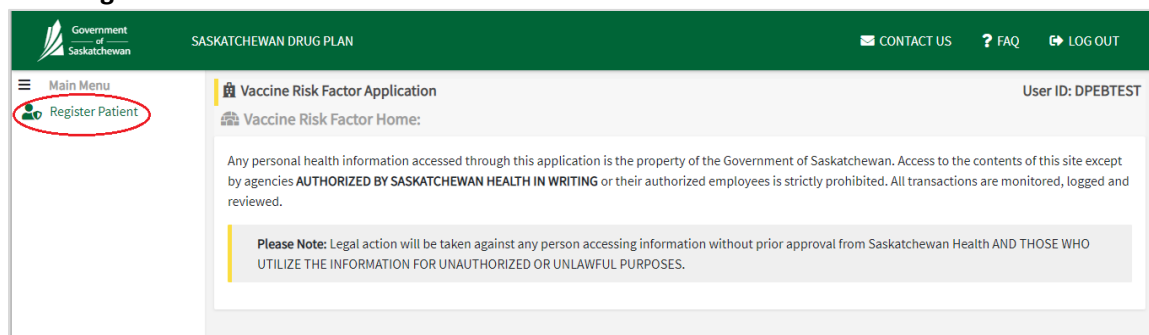
Enter User Name and Password. Click Login.



The screenshot shows the login page for the Vaccine Risk Factor Portal. At the top, there is a green header with the Government of Saskatchewan logo, the text "SASKATCHEWAN DRUG PLAN", and a "CONTACT US" link. Below the header, there is a breadcrumb trail "Vaccine Risk Factor". A "Please Note" section contains a disclaimer about the use of personal health information. The main content area features a "Login: Vaccine Risk Factor" form with two input fields: "Username" and "Password", each with a corresponding icon (a person and a key). A "Login" button is positioned below the fields. At the bottom of the page, there is a copyright notice: "Copyright © 2021 - Government of Saskatchewan: Drug Plan and Extended Benefits Branch".

Step 2:

Click Register Patient.



The screenshot shows the application page for the Vaccine Risk Factor Portal. At the top, there is a green header with the Government of Saskatchewan logo, the text "SASKATCHEWAN DRUG PLAN", and links for "CONTACT US", "FAQ", and "LOG OUT". Below the header, there is a breadcrumb trail "Vaccine Risk Factor Application" and the text "User ID: DPEBTEST". A "Main Menu" is visible on the left side, with "Register Patient" circled in red. The main content area contains a disclaimer about the use of personal health information and a "Please Note" section with a disclaimer about unauthorized use of information.

Step 3:

Enter HSN and press Search.

The screenshot shows the 'Vaccine Risk Factor Application' interface. At the top, there is a green header with the Government of Saskatchewan logo and 'SASKATCHEWAN DRUG PLAN'. Below the header, there is a navigation menu on the left with 'Main Menu' and 'Register Patient'. The main content area is titled 'Vaccine Risk Factor Application' and 'New Registration:'. It features an 'HSN' input field with the value 'HSN' and a green 'Search' button. The user ID 'DPEBTEST' is displayed in the top right corner.

Step 4

Confirm the patient's name, address and date of birth that appears is correct.

This screenshot shows the patient information section of the application. The patient's name is 'JOE SMITH'. The details listed are: HSN: 090227026, Address: GEN DEL ESTEVAN, and DOB: 1920/05/01. There are buttons for 'Enter', 'Effective', and 'Select a' next to the information.

Step 5:

Enter Vaccine Risk Factor effective date using the calendar:

- The effective date cannot be future dated, use date of entry for effective date

This screenshot shows the 'Enter Registration Info' section of the application. The 'Effective Date' input field is circled in red, and a calendar for March 2021 is displayed below it. The calendar shows the days of the week and the dates from 1 to 31. The patient information from the previous step is also visible.

Step 6:

To enter the Risk Factor for a Resident in a Personal Care Home:

a) Select the following Risk Factors from the list:

- Personal Care Home Resident (e.g. resident of a personal care home)

Government of Saskatchewan SASKATCHEWAN DRUG PLAN CONTACT US FAQ LOG OUT

Main Menu Register Patient

Vaccine Risk Factor Application New Registration:

HSN: 090227026 Search

Patient: JOE SMITH

HSN: 090227026 Address: GEN DEL ESTEVAN DOB: 1920/05/01

Enter Registration Info: Effective Date: 2021/03/17

Select a Risk Factor:

- Health Care Worker - Non-SHA
- Health Care Worker - Non-SHA Long Term Care
- Health Care Worker - Personal Care Home
- Health Care Worker - SHA
- Health Care Worker - SHA Long Term Care
- Personal Care Home Resident

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b) Select the Facility from the dropdown list:

- The “Select Facility” field is a search field. Start typing the facility name, number or address and the results will display in the dropdown list. Select the facility when it is shown in the list.
- The dropdown list displays the Facility Number, Name and Address as shown below.

Enter Registration Info: Effective Date: 2021/03/17

Select a Risk Factor: Health Care Worker - Personal Care Home

Select Facility:

01

- Fac: 8403-A1 Care Homes Inc.@1018 Muzyka Rd, Saskatoon SK S7W 0G4
- Rec: 8421-A1 Care Homes Inc.@1022 Muzyka Rd, Saskatoon SK S7W 0G4
- 8436-A1 Care Homes Inc.@1026 Muzyka Rd, Saskatoon SK S7W 0G4
- 9107-The Elizabeth@1212 12th St, Humboldt SK S0K 2A1
- 8146-Lorraine Reddekopp@205 6 Ave S, Warman SK S0K 0A1
- 5436-Hilde Govor@1021 River St W, Prince Albert SK S6V 3A1
- 8469-Warman Neu-Care Ltd.@104 Canora St West, Warman SK S0K 0A1

If the dropdown list is long, a scroll bar is shown on the right side of the dropdown list.

Enter Registration Info: Effective Date: 2021/03/17

Select a Risk Factor: Health Care Worker - Personal Care Home

Select Facility:

road

- Fac: 7960-Harvest Haven@1150 Broadway Ave, Regina SK S4P 4W3
- Th: 9063-Harrison Manor@483 Broadway St E, Fort Qu'appelle SK S0G 1S0
- 9105-Emmanuel Villa@77 Aspen Village Road, Emerald Park SK S4L 0E4
- 8344-Baraka Care Homes Ltd@270 Mellicke Road, Saskatoon SK S7K 6R1
- 8119-William Albert House@333 Emerald Park Road, Emerald Park SK S4L 1C9
- 7891-Coteau Range Manor Inc.@210 New Warren Road, Avonlea SK S4R 1T7
- 8193-Gardiner Point Care Home Ltd.@2323 Arens Road, Regina SK S4V 1G3
- 8086-Arbor Villa Care Home Inc.@315 Kenderline Road, Saskatoon SK S7N 3S9

ANNE McDaniel, Pharm. Consultant | 1-800-661-1838 | Annona Blvd., Saskatoon, SK S4B 0A3

- When a Personal Care Home is selected in the dropdown list, the Facility Information (Facility number, name and address) will display on the screen.

Enter Registration Info:

Effective Date:

Select a Risk Factor:

Select Facility:

Facility Information:

Facility Number: 8421

Facility Name: A1 Care Homes Inc.

Facility Address: 1022 Muzyka Rd, Saskatoon SK S7W 0G4

[Register](#)

c) Check that the Patient, Effective date, Risk Factor and Facility are correct.

- If the patient, effective date, risk factor and facility are not correct, please modify as needed.

Government of Saskatchewan
CONTACT US FAQ LOG OUT

Main Menu
Vaccine Risk Factor Application
User ID: DPEBTEST

Register Patient

Patient: JOE SMITH ←

HSN: 090227026
Address: GEN DEL ESTEVAN
DOB: 1920/05/01

New Registration:

HSN: [Search](#)

Enter Registration Info:

Effective Date: →

Select a Risk Factor: →

Select Facility:

Facility Information:

Facility Number: 8421

Facility Name: A1 Care Homes Inc.

Facility Address: 1022 Muzyka Rd, Saskatoon SK S7W 0G4

[Register](#)

[Home](#)

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d) When Patient, Effective date, Risk Factor and Facility are correct, click Register.

Government of Saskatchewan
SASKATCHEWAN DRUG PLAN

CONTACT US ? FAQ LOG OUT

Main Menu
Register Patient

Vaccine Risk Factor Application
New Registration: Home

HSN
090227026 Search

Patient: JOE SMITH

HSN: 090227026
Address: GEN DEL ESTEVAN
DOB: 1920/05/01

Enter Registration Info:

Effective Date: 2021/03/17

Select a Risk Factor: Health Care Worker - Personal Care Home

Select Facility: 8421-A1 Care Homes Inc. @1022 Muzyka Rd, Saskatoon SK S7W 0G4

Facility Information:
Facility Number: 8421
Facility Name: A1 Care Homes Inc.
Facility Address: 1022 Muzyka Rd, Saskatoon SK S7W 0G4

Register

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e) If the registration for the Vaccine Risk Factor is successful, the message “Vaccine Risk Factor successfully added” will be shown:

Patient Registration

Vaccine Risk Factor successfully added.

Close

f) If the Vaccine Risk Factor has already been entered for this patient, the following message will appear “Patient has existing coverage for date entered”.

Patient Registration

Patient has existing coverage for date entered.

Close

g) If an error has been made in entering the Vaccine Risk Factor, please contact:

Drug Plan & Extended Benefits Branch

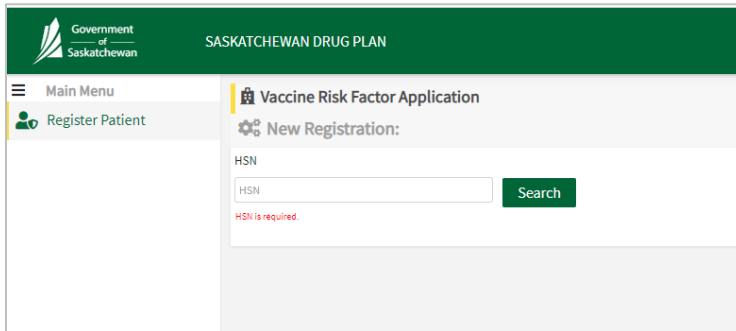
Ministry of Health, 2nd floor, 3475 Albert Street

Regina, Saskatchewan, Canada S4S 6X6

Phone: 306-787-3420

Fax: 306-787-8679

- h) **To add the Vaccine Risk Factor for another patient**, clear the form by clicking on the HSN field and then clicking the <Delete> key or the <Backspace> key. The Patient Information section and the Registration Information section will disappear as shown below:

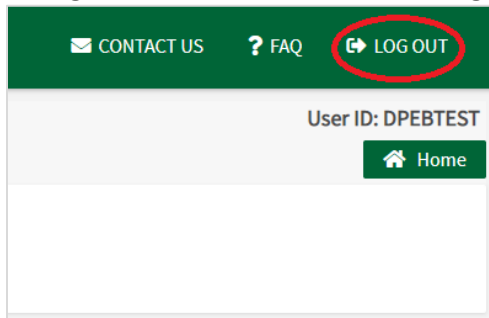


Go back to [Step 3](#).

To log out of the Portal, go to [Step 7](#).

Step 9:

To Log out/Exit the Portal, click on “Log Out” in the top right corner.



For Login problems and password reset, please contact:
CGI Help Desk 1-800-667-6080 or 306-761-4286