BC SURGICAL PATIENT REGISTRY

Provincial Health
Services Authority

Surgical Patient Registry (SPR) v4.0

Health authority administrator
Access instructions
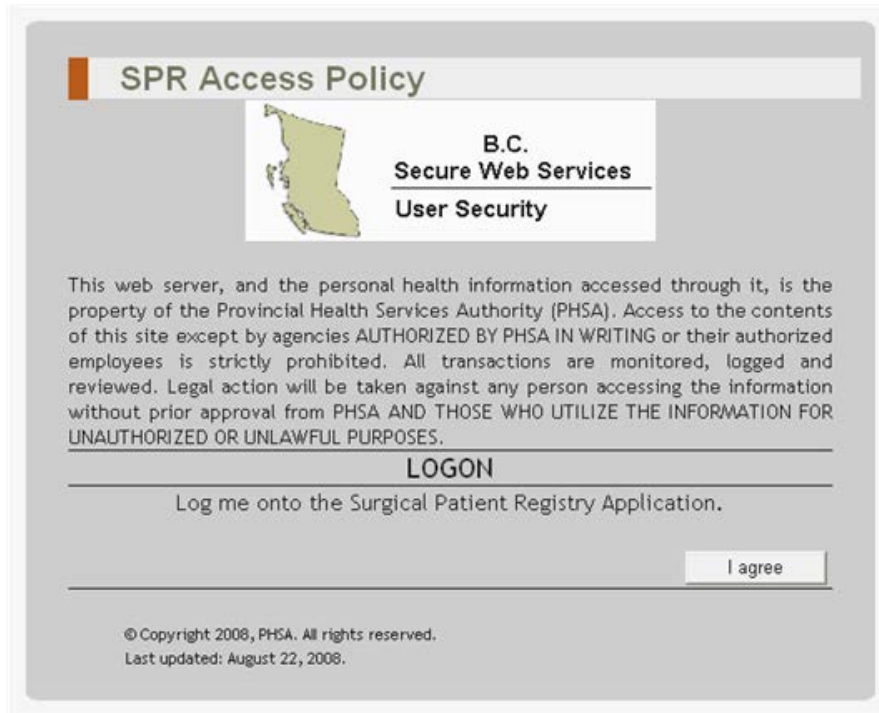
December 7, 2017
Version 1.3

How to access SPR data

1. Complete the SPR request access form found on the SPR health professionals website. http:/phsa.ca/health-professionals/professional-resources/bc-surgical-patient-registry

2. Submit completed form to your health authority SPR administrator:

Health authority	HA SPR administrator	Phone	Email
Fraser Health	Ghalib Rajan	604-897-9496	ghalib.rajan@fraserhealth.ca
Interior Health	Connor Paul		Connor.Paul@interiorhealth.ca
Island Health	Brenda Ottosen	250-370-8111 Ext 13622	Brenda.Ottosen@viha.ca
Northern Health	Sue Rasmussen	250-649-7173	Sue.Rasmussen@northernhealth.ca
PHSA (BC Cancer)	Anthony Slowey	604-877-6000 Ext 672340	aslowey@bccancer.bc.ca
PHSA (C&W)	Amin Mardan	604-875-2000 Ext 5910	amardan@phsa.ca
VCH/Providence Health Care	Jeanette Kuper	604-806-9300	Jeanette.Kuper@vch.ca

3. The health authority SPR administrator will submit your completed request form to SPR central office. SPR central office will assign your SPR access and email you when complete.

4. Log into your health authority/hospital intranet with your usual health authority username and password.

5. Enter this URL into your work station web browser: https://spr.healthbc.org/SPR/Shared/AcceptPolicy.aspx

6. Enter your health authority domain\username (e.g., SFHR\janedoe) and your health authority system/Windows password.
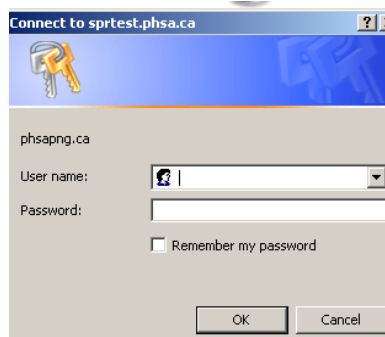
7. Next, you will see the SPR access policy screen shown below. Be sure to read the terms of agreement. Click "**I agree**" to enter the system.

8. You will now see the menu. Click on *Reports*.

9. Or Under *Reports*, select *Advanced Reporting and Analysis*, then *SPR Data Mart*.
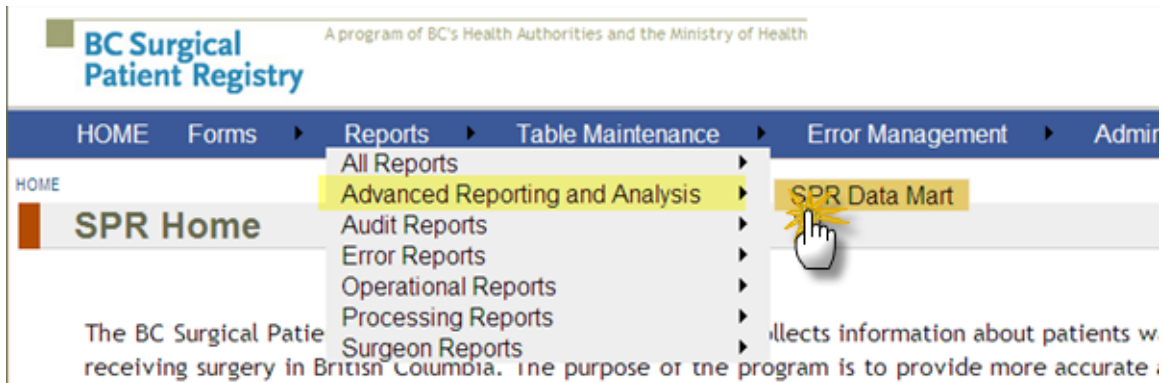
10. You should now see this page – Data Mart home page.
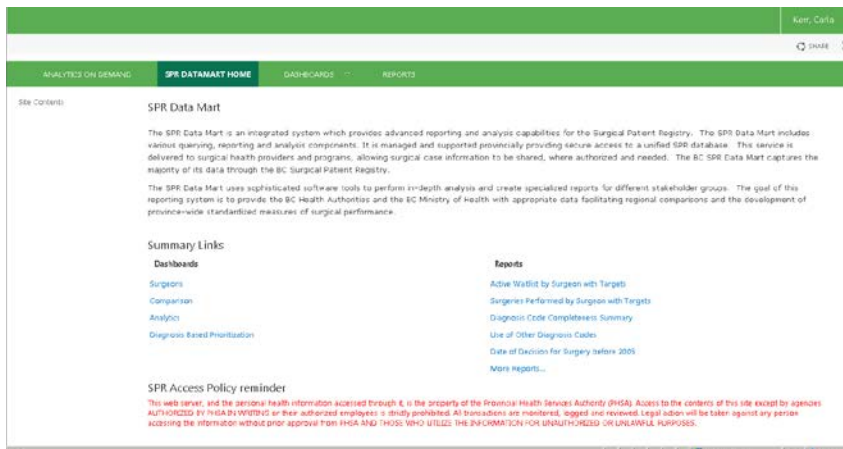
Troubleshooting checklist

If you are experiencing difficulties accessing the SPR, review the checklist below:

- ✓ You have entered the correct URL into the web browser.
- ✓ You are working from a secure workstation within your health authority.
- ✓ If working from your office, you are required to use a VPN issued by your health authority IMITS/service desk.
- ✓ You are entering the correct health authority domain\username and your health authority password.

If you still cannot access the SPR, please contact the SPR central office at SPROffice@phsa.ca or 250-519-5702 for assistance.