Government of Alberta

Facility Registration Delivery Site Registry

Alberta Health and Wellness
Professional and Facility Management Unit
PO Box 1360 Station Main
Edmonton AB T5J 2N3

For AHW office use only

DSR#	DID#

Facility numbers are not transferable to another location; they are assigned to a physical site address.

Section A - Add/Change/End a Facility

☐ Add a new facility

Effective date
Year Month Day

☐ Change to an existing facility

Effective date
Year Month Day

Facility number

☐ End an existing facility

Effective date
Year Month Day

Facility number

If you are leaving this facility, will others **continue** to practise there? ☐ Yes ☐ No

Delivery site type: ☐ **Practitioner office**

Section B - Facility Identification

Facility common name

Organization name (identifies the practitioner, clinic or professional corporation operating the facility)

Practitioner's name (only one required)	Practitioner ID

Facility location - Physical address information
Information collected in this section may be used by the Delivery Site Registry.

Facility physical address *(Provide a street address or a legal land description only. A post office box number is not a facility physical site address.)*

City/Town/Municipality	Province	Country	Postal code

☐ **Yes change my business mailing address to that above.**

Facility (Delivery Site) communications

Business phone number	Business fax number	Business email

Indicate the functional centre(s) in your facility

(Functional centres marked* require a copy of the College of Physicians and Surgeons of Alberta Accreditation Letter.)

☐ Examination room (Practitioner's office)
☐ Clinical lab*
☐ Diagnostic imaging*
☐ Non-hospital surgical suite*
☐ Other diagnostic lab*
☐ Electrodiagnosis*
☐ Radiology oncology*

Section C - Authorization (This section must be completed before this form is considered valid.)

Signature

Name and position/title

Date

Return completed forms to the Professional and Facility Management Unit at the address above, or fax to 780-422-3552. If you need assistance completing this form, please refer to your Resource Guide. If you need further assistance, call 780-422-1522 in Edmonton, or toll-free within Alberta at 310-0000, then 780-422-1522.

Information collected is used to enrol you for programs or benefits funded by Alberta Health and Wellness. It is collected under the authority of sections 20(b) and 27 of the *Health Information Act*. The confidentiality of this information and your privacy are protected by the provisions of the *Health Information Act* and the *Alberta Health Care Insurance Act*. If you have questions regarding the collection of this information, please contact the Professional and Facility Management Unit at the address, telephone or fax number provided above.