

HQO'S PRACTICE REPORT REGISTRATION GUIDE FOR FAMILY PHYSICIANS

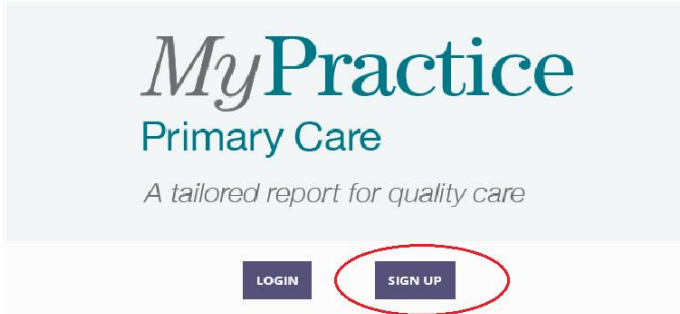
1. Go to HQO's Practice Report Portal page:

www.hqontario.ca/pcreport

2. To register yourself for the PC report, you first must complete the consent form. Please select the "Sign Up" button.

MyPractice: Primary Care

For family physicians



3. Select the "Primary Care Physician" option. Please complete your contact information. Finally, agree to the terms and conditions by checking the box and clicking "submit."

Primary Care Physician
 Family Health Team Executive Director
 Community Health Centre Executive Director

First Name:*

Last Name:*

College of Physicians and Surgeons of Ontario (CPSO) Number:*

Email Address:*

Verify Email Address:*

Phone Number:

Please read and scroll all of the way down the box below in order to agree to the terms by checking the box and clicking submit.

4. You will receive a confirmation email shortly after you complete the registration process. Click on the link in the email to confirm your email address.

Dear Dr. Smith,

Thank you for providing your consent to receive the *MyPractice: Primary Care* report from Health Quality Ontario.

To complete the verification process, please confirm your email address by clicking on the following link: <http://www.hqontario.ca/quality-improvement/practice-reports/primary-care/verify?id=jz97ELkMuZyyGcLkKbRRQZDD+94dpW5U0T+GQVM299ml+NuNEqHeUugRuf9jgGXiaM9fzeEIo5SXX5DI3yABaWeOY90FVZWAkAn9eap4Q75slxhJThBXL0HTSCeWn7Pb/mBgBe3hX7kDu4O6g==>

If you cannot click on the link above, please copy and paste it into your web browser.

After confirming your email address, you will receive an email containing your username, temporary password, and further instructions to log in to the web portal to access your report.

If you did not sign up for the *MyPractice: Primary Care* report, please contact us at practicereport@hqontario.ca

5. After confirming your email address, you will receive a second email providing you with your username and a temporary password. You will be prompted to change your password the first time you log in to the practice report portal.

****Please note, you will be receiving a Personal Identification Number (PIN) in the mail to your primary practice location a few weeks before the release of the report. This is a one-time only PIN. You will be prompted to enter this PIN the very first time you access your report.**

Dear Dr. Smith,

Thank you for confirming your email address and signing up to receive your *MyPractice: Primary Care* report.

Account Information

Your *MyPractice* report web portal account credentials are:

Username: drsmith@yahoo.ca

Temporary Password: [ifWwJLx](#)

Important

As an additional measure to ensure that consenting participants are receiving their own confidential reports, you will be asked to enter your Personal Identification Number (PIN) the first time you log in to access your reports. Your PIN will be sent to your practice address approximately two to three weeks before your report is available, in a confidential letter delivered by regular mail. Please note that you will only need to enter your PIN the first time you access the portal to view your report.