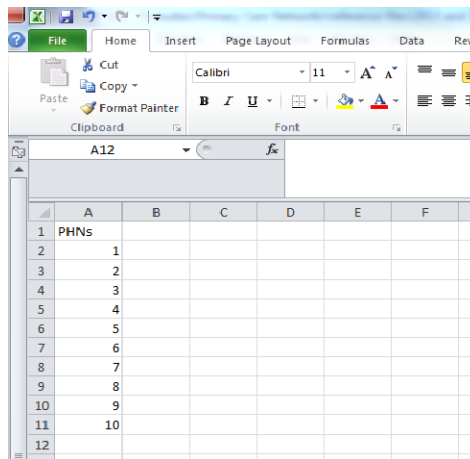# Instructions for submitting a Confirmed Patient List (CPL) to the HQCA

The following instructions use Excel to save and encrypt Patient Health Numbers (PHNs). Please email primaryhealthcarereports@hqca.ca with any questions or for more assistance.
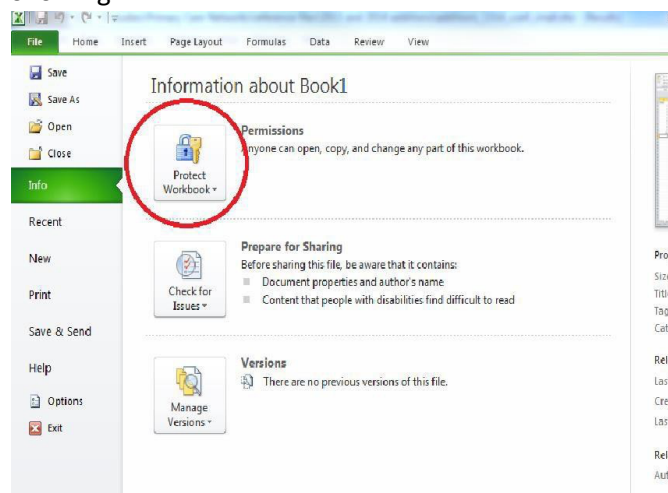
**Initial steps:**

- Extract a list of PHNs from your Electronic Medical Record (EMR).
- Put the list of PHNs in a spreadsheet. Please remove any additional information (e.g., names, contact information, etc.). The file should look like the following:
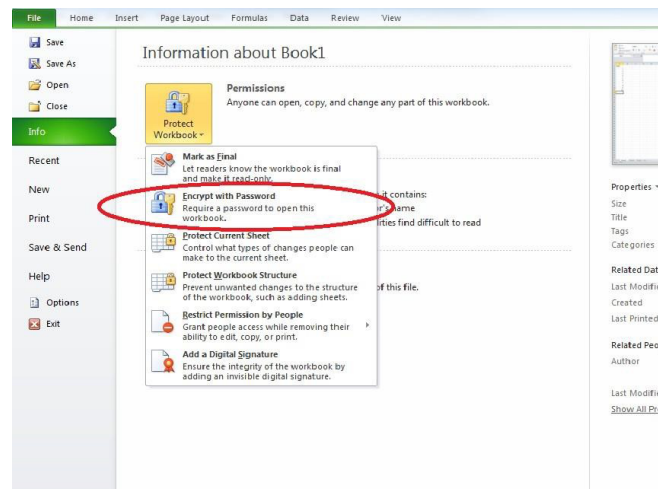


Windows users:

- Click on the "File" tab and select "Info". Then, select "Protect Workbook". You should see the following:

- Select "Encrypt with Password" (as shown below) and enter a password.
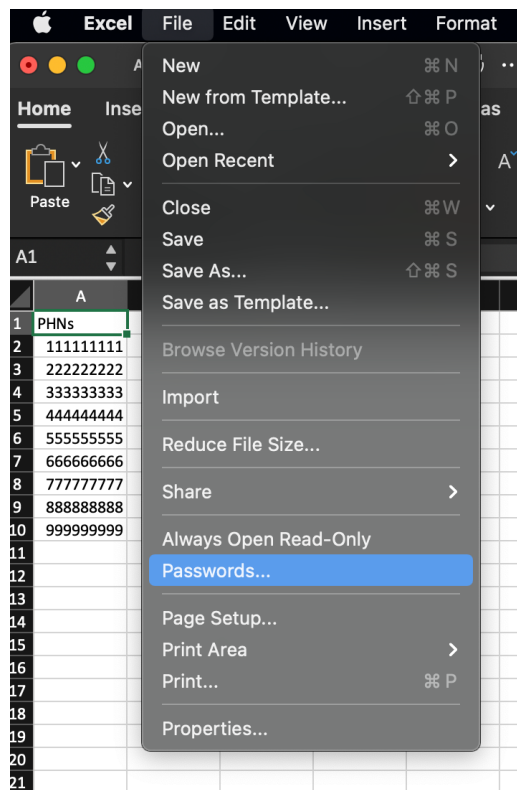


- The HQCA recommends the following for passwords:

    - Include at least 10 characters

    - Include uppercase and lowercase characters

    - Include at least one number

    - Include at least one special character (e.g., %)

    - Please see the following example as a reference: Yh4@nK9gCb

- Select the "File" tab, select "Save as", and save the file to a USB flash drive with your last name and Prac ID as the file name.
    - For example, Dr. Doe with Prac ID 1111-11108 would save their file with the name "Doe1111-11108.xlsx".
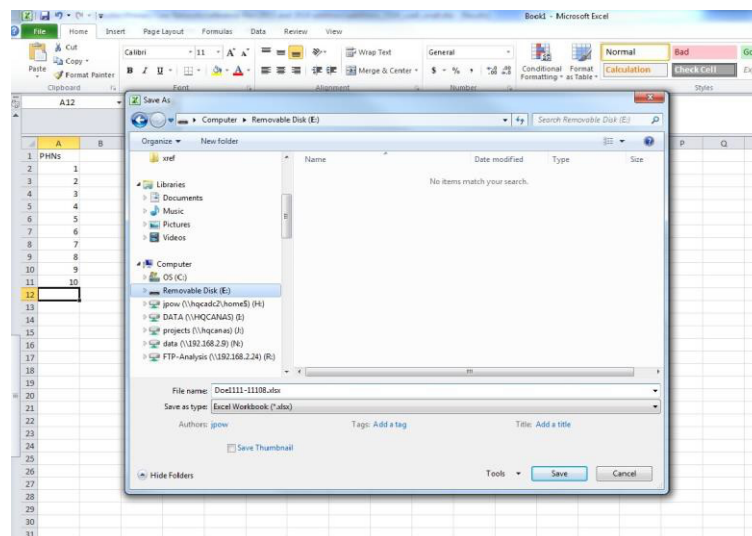
<u>Mac users:</u>

- Click on the "File" tab and select "Passwords".



- Enter your password:



- The HQCA recommends the following for passwords:

  o Include at least 10 characters

  o Include uppercase and lowercase characters

  o Include at least one number

  o Include at least one special character (e.g., %)

  o Please see the following example as a reference: Yh4@nK9gCb

- Select the "File" tab, select "Save as", and save the file to a USB flash drive with your last name and Prac ID as the file name.
  - For example, Dr. Doe with Prac ID 1111-11108 would save their file with the name "Doe1111-11108.xlsx".
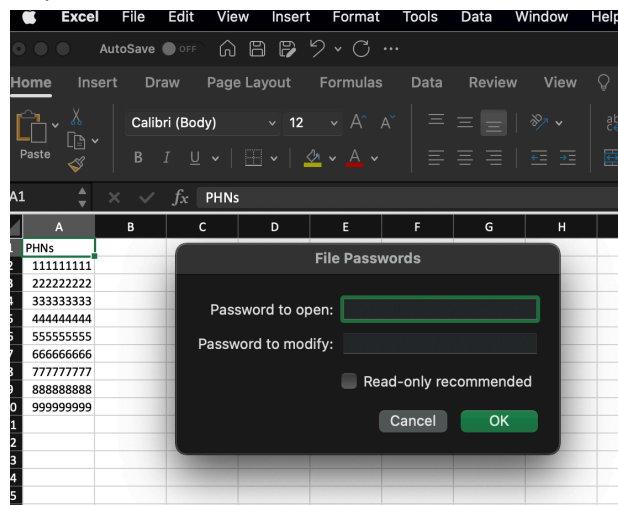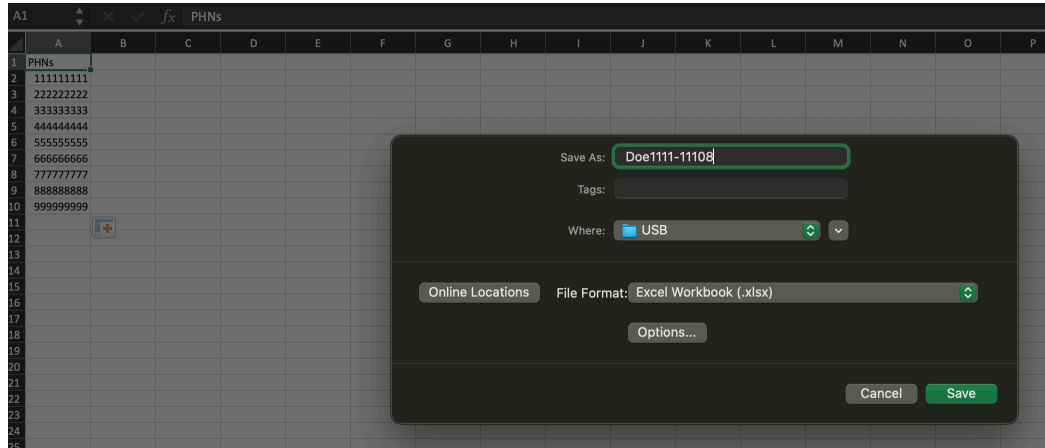


**Final steps:**

- You should now have an encrypted Excel file with a list of PHNs saved to a USB flash drive.
- Send the USB flash drive to Trenton Smith (care of the HQCA) via courier or drop it off in person at the HQCA office. The HQCA will arrange to have your USB flash drive returned to you.

Please use the following mailing information:

**Trenton Smith**
Health Quality Council of Alberta
210, 811 – 14 Street NW
Calgary, AB T2N 2A4

- Email the **password** as well as your **Prac ID** to primaryhealthcarereports@hqca.ca.