Health PEI

# Point Click Care User Update Request Form

PointClickCare

**This form is used to request updates or changes to staff accounts in PointClickCare within Health PEI Long-Term Care (LTC) facilities. Managers or authorized requestors should complete all relevant sections to ensure accurate user access, location, and role setup.**

| | | | |
|---|---|---|---|
| First Name | | Facility | |
| Last name | | Department | |
| Employee ID (if applicable) | | Manager / Supervisor | |
| Work Email | | Phone | |

## Type of Change (Select all that apply)

- ☐ Name Change
- ☐ Position / Job Title Change
- ☐ Work Location / Facility Change
- ☐ Department
- ☐ Status Change (Active / Inactive / Leave / Terminated)
- ☐ Temporary Assignment (Cross-site or Unit Coverage)
- ☐ Role / Access Level Change (e.g., Nurse → Manager)
- ☐ Reactivation of Account (Return from Leave / Rehire)
- ☐ Deactivation (Resignation / Termination / Long-Term Leave)
- ☐ Change in Work Email or Login ID
- ☐ Agency or Contract Staff Access (Temporary)

## Details of Change

Previous Information:

New Information:

Effective Date of Change (MM/DD/YYYY):

Additional Notes / Comments:

## Employment and Access Status

- ☐ Permanent Staff
- ☐ Temporary / Term Staff
- ☐ On Leave (specify type):
- ☐ Returning from Leave (Date):
- ☐ Terminated / Resigned (Date):
- ☐ Cross-Facility Access Required (Select)

☐ Beach Grove Home ☐ Colville Manor ☐ Maplewood Manor
☐ Margaret Stewart Ellis ☐ Prince Edward Home ☐ Stewart Memorial
☐ Summerset Manor ☐ Riverview Manor ☐ Wedgewood Manor

## Approvals

Submitted By (Name & Title):

Date Submitted:

Manager Approval (Signature / Date):

Please submit the completed form to the LTCSolution Office (**LTCSolutionOffice@ihis.org**) Ensure all necessary approvals are included before submission.

RESET FORM