

This form combines the PCC User Update Request Form and the PCC User Access Form. Use it to request a new PointClickCare account and/or changes to an existing account for staff at Health PEI Long-Term Care (LTC) facilities. Managers or authorized requestors should complete all relevant sections.

1 Staff Information

First Name:	Last Name / Surname:
Facility:	Department - Position:
Employee / Student ID:	Manager / Supervisor:
Work Email (@ihis.org):	Work Phone:
Personal Phone:	Laptop ITSS ID:

2 Request Type

☐ New Account - Live
 ☐ New Account - Train
 ☐ Update to Existing Account

Effective Date (MM/DD/YYYY): End Date (if applicable):

☐ Student User

3 Type of Change (select all that apply - for updates to existing accounts)

☐ Name Change	☐ Position / Job Title Change
☐ Work Location / Facility Change	☐ Department Change
☐ Status Change (Active/Inactive/Leave/Terminated)	☐ Temporary Assignment (Cross-site or Unit Coverage)
☐ Role / Access Level Change (e.g., Nurse to 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)	

4 Details of Change

Previous Information: New Information:

Additional Notes / Comments:

5 Employment and Access Status

☐ Permanent Staff
 ☐ Temporary / Term Staff

On Leave - specify type: Returning from Leave (Date):

Terminated / Resigned (Date):

6 Facility Access

Primary LTCF:

(check boxes below for Cross-Facility access to additional sites)

☐ Beach Grove Home

☐ Colville Manor

☐ Maplewood Manor

☐ Margaret Stewart Ellis (MSEH)

☐ Prince Edward Home (PEH)

☐ Stewart Memorial (SMH)

☐ Summerset Manor

☐ Riverview Manor

☐ Wedgewood Manor

7 Approvals

Submitted By (Name & Title):

Date Submitted:

Manager Name:

Manager Signature:

Signature Date:

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

FOR LTC SOLUTION OFFICE STAFF USE ONLY

PointClickCare Security Role:

☐ Enterprise User

☐ eMAR Backup

☐ Remote User

LTC Solution Office Signature:

Signature Date:

User Initials: