


# **How to complete and/or update a clinic profile and information questionnaire (CPIQ)**

Medical Clinic Registry Guidance

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Medical Clinic Registry Program

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## Overview

The College of Physicians and Surgeons of Alberta (CPSA)'s Medical Clinic Registry (MCR) platform supports safe, high-quality care in Alberta's community clinics. After a medical clinic joins the Medical Clinic Registry, CPSA has the opportunity to directly engage with these clinics to provide timely guidance, regulatory support and standards-based updates. [Medical clinics can join CPSA's Medical Clinic Registry through the online platform.](#)

When a medical clinic registers to join the Medical Clinic Registry, they will be asked to complete a **clinic profile and information questionnaire (CPIQ)**. The CPIQ has been developed to gather accurate and current clinic information.

The questionnaire takes approximately 10–15 minutes to complete and includes sections on:

- Clinic identification
- Management and personnel
- Physicians
- Operations
- Infection Prevention & Control (IPAC)

After a medical clinic completes and submits their initial CPIQ form, the MCR team will review the questionnaire within 3-5 business days and send the following to the medical clinic by email:

- A Medical Clinic Registry welcome letter
- A Medical Clinic Registry confirmation letter
- A copy of your submitted CPIQ responses
- Any further instructions from CPSA

### **IMPORTANT: Physician practice locations**

To protect physician privacy, CPSA's [Physician Portal](#) and [Medical Clinic Registry](#) platforms operate independently and do not share practice location data. Updates to a physician's location must also be submitted directly to the Registration team via CPSA's [Physician Portal](#) using the Notification of Change Form.

**Questions?** For assistance or more information, contact CPSA's Medical Clinic Registry team at [clinicregistry@cpsa.ab.ca](mailto:clinicregistry@cpsa.ab.ca) or 780-969-5001.

## How to complete and/or update your CPIQ

This guidance document is intended to assist physicians and medical clinic staff with:

- **Section 1.1:** How to access your Medical Clinic Registry (MCR) dashboard
- **Section 1.2:** How to complete your CPIQ form
- **Section 1.3:** How to submit your CPIQ form
- **Section 1.4:** How to update your clinic profile and information

### Before you begin...

1. Ensure that you are logged out of your Electronic Medical Record (EMR) system.
  - This helps avoid technical issues with CPSA's MCR platform.
2. Gather the following information:
  - Contact information for key personnel, including the Medical Director and Clinic Manager.
  - List of current physicians and their CPSA registration numbers.

## 1.1 How to access your Medical Clinic Registry (MCR) dashboard

**Step 1:** Visit [CPSA's Medical Clinic Registry](#).


**Step 2:** Log in with your **validated login credentials**.

- Your email address will be your username.

## 1.2 How to complete your CPIQ form

**Step 1:** From your MCR dashboard:

- Locate "Clinic Request for Information and Tasks."
- Open the questionnaire assigned to your clinic.

Clinic Request for Information and Tasks						
Request or tasks assigned to the clinic will be listed in the table below along with a due date for completion. Activities that are "past-due" will be identified with a red status indicator. Clinic contacts will be notified by email when new requests or tasks have been assigned to the clinic. From the Action column, select the "Open" icon to review and respond to that activity or task. Instructions related to each task will be provided. Continue to open and respond to tasks until all tasks have been completed.						
Show <input type="text" value="50"/> entries						
Program	Clinic Name [ID]	Activity Type	Description	Assigned On	Due Date	Action
IPAC	My Clinic [20000]	Survey	Clinic Profile and Information Questionnaire	2025-06-10	<span style="color: red;">■</span> 2025-07-08	 Open

**Note:** If you do not see this questionnaire listed under this section, please contact [clinicregistry@cpsa.ab.ca](mailto:clinicregistry@cpsa.ab.ca) or 780-969-5001 for support.

**Step 2:** Click on each section to expand and **provide your responses**.

### Medical Clinic Profile and Information Questionnaire

This questionnaire gathers basic clinic details—ownership, management, physicians/key personnel, and practice information—and takes about **10–15 minutes** to complete. After submission, you'll receive a CPSA Clinic Registry welcome package and next steps by email within **3–5 days**.  
Expand each heading below to complete the form.

**Note:** Do not update this form if the clinic will move or close within **60 days**. To register a new practice location, exit and select **"Register Another Clinic"** from the clinic dashboard.

**Reminder:** Log out of your EMR before proceeding.

**Questions?** Call 780-969-5001 or email [clinicregistry@cpsa.ab.ca](mailto:clinicregistry@cpsa.ab.ca).

CPSA Clinic ID	Clinic/Facility Name	Address/Location
20000	My Clinic	10020 100 St NW, Edmonton, AB T5J 0N6, Canada

Clinic Profile and Information

Clinic Management and Personnel

Clinic Physicians

Clinic Operation

Infection Prevention and Control

Save Draft

Submit

Cancel

**Tip:** Click "Save Draft" at any time to save your progress and finish the questionnaire later.

## A. Clinic Identification Information

These fields will be pre-populated and cannot be edited by clinic contacts:

- CPSA Clinic ID (e.g., 23456)
- Clinic/Facility Name (must match Alberta Health records)
- Address/Location

**Note:** If corrections are required to this information, please contact [clinicregistry@cpsa.ab.ca](mailto:clinicregistry@cpsa.ab.ca) with the requested correction details.

## B. Clinic Profile and Information

Provide general clinic details, including:

- Clinic discipline/practice areas
- Other services provided

### C. Clinic Management and Personnel

List the individuals responsible for overseeing the clinic, such as:

- Medical Director (must be a CPSA-registered physician)
- Clinic Manager or Administrator

**Note:** Include full names, titles, email addresses, and phone numbers.

### D. Clinic Physicians

Enter the following for all current physicians:

- Full name
- CPSA registration number
- Identify physicians that offer laser, endoscopy and/or psychedelic-assisted therapy.

### E. Clinic Operation

Describe your clinic's operations, including:

- Clinic affiliations (PCN, or corporate medical groups)
- Patient care delivery (virtual and/or in-person)
- Clinic setting and staffing resources
- EMR and record-keeping systems

### F. Infection Prevention and Control (IPAC)

Provide details relating to your clinic's IPAC practices:

- Compliance with IPAC
- Reusable and single-use medical device requirements

**Note:** You may be asked to attest that your clinic adheres to the requirements of the [IPAC standard of practice](#).

## 1.3 How to submit your CPIQ form

**Step 1:** Review your responses to **ensure all fields are complete** and accurate.

**Step 2:** Click the **"Submit"** button at the end of the form.

- If you have difficulty submitting the form, scroll to the top of the form to see if there is a list of missing responses in red text. If you encounter submission errors not related to missing responses, please contact [clinicregistry@cpsa.ab.ca](mailto:clinicregistry@cpsa.ab.ca) or 780-969-5001 for support.

**Step 3:** After your responses have been submitted and reviewed, you will **receive a notification** confirming the successful registration of your clinic.

## 1.4 How to edit your clinic profile and information

Following registration, your clinic's profile and information, except for your clinic name and address, can be updated anytime.

**Step 1:** Log in to your **MCR dashboard**.

**Step 2:** **Locate your clinic** under "My Clinics."

My Clinics				
Clinic ID	Clinic Name	Clinic Address	Clinic Status	Profile
20000	My Clinic	2700-10020 100 St NW, Edmonton, AB T5J 0N6, Canada	Active	<a href="#">Update</a>
Showing 1 to 1 of 1 entries				

**Step 3:** Select the "Update" link in the "**Profile**" column.

**Step 4:** Clinic's current CPIQ will be displayed. Please **edit and submit clinic revisions** as often as needed.

**Step 5:** Allow **3–5 business days** for your revisions to appear on the clinic's profile.

**Note:** Annually, clinics will receive an email prompting them to log in to review and, if needed, update their CPIQ information.

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**Need support?** For assistance completing or submitting the form, contact CPSA's Medical Clinic Registry team at [clinicregistry@cpsa.ab.ca](mailto:clinicregistry@cpsa.ab.ca) or 780-969-5001.