



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

Medical Clinic Registry Guidance

Medical Clinic Registry Program

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Overview

The College of Physicians & 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 MCR, 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 MCR through the online platform.](#)

When a medical clinic registers to join the MCR, 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

MCR confirmation and welcome package

After a medical clinic completes and submits their initial CPIQ, the MCR team will review the questionnaire within 3-5 business days and email the medical clinic an MCR welcome package.

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 department via CPSA's [Physician Portal](#) using the Notification of Change form.

Questions? For assistance or more information, contact CPSA's MCR team at clinicregistry@cpsa.ab.ca or 780-969-4926.

How to complete and/or update your CPIQ

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

- **Section 1:** How to access your Medical Clinic Registry (MCR) dashboard
- **Section 2:** How to complete your CPIQ
- **Section 3:** How to submit your CPIQ
- **Section 4:** How to update your clinic's login credentials
- **Section 5:** How to edit 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 Lead and Clinic Manager.
 - List of current physicians, their CPSA registration numbers and email addresses.

How to access your MCR dashboard

1. Visit [CPSA's Medical Clinic Registry](#).
2. Log in with your validated login credentials.
 - Your email address is your username.

Note: If it has been more than 2 years since you last logged into the MCR dashboard, your login may be disabled. Please contact the MCR team at 780-969-4926 or clinicregistry@cpsa.ab.ca to have the account enabled.

How to complete your CPIQ

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 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	■ 2025-07-08	Open

Note: If you do not see this questionnaire listed under this section, please contact clinicregistry@cpsa.ab.ca or 780-969-4926 for support.

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

Clinic Profile and Information Questionnaire (CPIQ)

This questionnaire collects basic information about your clinic, including designated medical lead, physicians and other key personnel, and practice details. It should take approximately 10–15 minutes to complete. Once submitted, you will receive a CPSA Medical Clinic Registry welcome package, including your Medical Clinic Registration Confirmation letter and information about next steps by email within 3–5 business days.

Please expand each section below and complete all applicable fields.

If you are updating your clinic profile or information, please allow 3–5 business days for changes to be processed and reflected in the Medical Clinic Registry.

Important: Do not use this form if your clinic is expected to relocate or close within the next 60 days. To register a new practice location, exit this form and select **Register Another Clinic** from the clinic dashboard.

Reminder: Log out of your EMR before proceeding.

If you have questions or need assistance, please contact the Medical Clinic Registry team at 780-969-4926 or clinicregistry@cpsa.ab.ca.

CPSA Clinic ID Clinic/Facility Name

- Clinic Profile and Information >
- Clinic Discipline/Practice Areas >
- Clinic Medical Lead and Personnel >
- Clinic Physicians >
- Clinic Operation >
- Thank You >

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

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 Primary and Preventative Health Services (formerly Alberta Health) records)

Note: If corrections are required to this information, please contact clinicregistry@cpsa.ab.ca with the requested correction details.

Clinic Profile and Information

Information including Apt#/Unit/Suite, if applicable, and the street address/location of the clinic will be displayed. These fields cannot be edited by clinic contacts.

Provide clinic contact information:

- public phone number
- general/public email address, if applicable
- website address, if applicable

Note: If corrections are required to the clinic address, please contact clinicregistry@cpsa.ab.ca with the requested correction details.

Clinic Discipline/Practices Areas

Provide general clinic details, including:

- Clinic discipline/practice areas
- Other services provided

Clinic Medical Lead and Personnel

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

- Medical Lead/Director (must be a CPSA-registered physician)
- Clinic Managers or Administrators

Note: Include physician's full name, title, email address, and direct phone number.

Clinic Physicians

Enter the following for all current physicians:

- First and last name
- CPSA registration number
- Email address
- Identify physicians that offer laser and/or psychedelic-assisted psychotherapy.

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

How to submit your CPIQ

1. Review your responses to **ensure all fields are complete** and accurate.
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 or 780-969-4926.
3. After your responses have been submitted and reviewed, allow 3-5 business days for CPSA to complete the review. You will **receive a notification** confirming the successful registration of your clinic.

How to update your clinic's login credentials (email address/username)

A clinic login email address/username can be updated through the clinic registry dashboard. However, login details cannot be changed while that username is actively logged into the system.

1. Ensure that the username that needs to be updated is logged out of the system.
2. Once that username is logged out, another validated clinic user from the same clinic can log in and update the login credentials used for that login.

Questions? Please contact the MCR team at 780-969-4926 or clinicregistry@cpsa.ab.ca for assistance.

How to edit your clinic profile and information

Following registration, your clinic's profile and information, other than your clinic name and address, can be updated at any time.

1. Log in to your **MCR dashboard**.
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	Update
Showing 1 to 1 of 1 entries				

3. Select the “Update” link in the “**Profile**” column.
4. The clinic’s current CPIQ will be displayed. Click on each section to expand and provide your updates. Please **edit and submit clinic revisions** as often as needed.

What section of your clinic’s registry profile would you like to update? (select only one)
 To update your clinic’s profile and information, please click the relevant section below.
 Please allow 3-5 days for CPSA to review your responses and for updates to be posted to your clinic’s registry profile.

-  **Clinic Location (Moving/Closing)** >
-  **Clinic Ownership** >
-  **Clinic Name** >
-  **Clinic Medical Lead and Personnel** >
-  **List of Physicians** >
-  **Clinic Operations** >

Important: Information collected and stored in CPSA’s Medical Clinic Registry, is for internal program use only. The clinic registry, and the physician registry are intentionally maintained separately to protect the privacy and confidentiality of each physician’s records.

Physicians who need to update their member registration details must submit a **Change Notification Form** directly through their **CPSA Portal**.

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 clinic profile.

Need support? For assistance completing or submitting the form, contact CPSA’s MCR team at clinicregistry@cpsa.ab.ca or 780-969-4926.