

How to Update Facility Information

AVBS User Guide – Health Care Provider and Provincial Operations

As of February 25th, 2022

Pharmacy Staff: For any guidance and/or technical support, please contact:

 1-844-705-1265

 AlbertaVaccineBookingSystemSupport@gov.ab.ca

AHS Staff: For any guidance and/or technical support, please contact:

 1-877-311-4300

Privacy Policy

The appropriate collection, use and disclosure of an Albertan's personal health information is the requirement of Alberta's Health Information Act and FOIP Act.



Whenever you see this icon, please ensure that you collect verbal consent from the Albertan for disclosure of their personal health information.



Whenever you see this icon, please ensure that you are correctly entering the information provided by the Albertan (e.g., legal first name, legal last name, Alberta PHN). The search may result in many records containing sensitive information like PI/PHI.

It is your responsibility to access only those records that are necessary to perform your duties. All access is monitored and recorded for compliance and audit purposes.



Whenever you see this icon, please pay attention to the action that is being performed. It is important you follow these instructions.



Please note that following practices are prohibited and against the code of conduct related to the handling of sensitive information (PI/PHI) **unless your role authorizes you to do so:**

- Saving lists locally on computer
- Saving lists on other storage media
- Printing lists
- Taking pictures
- Taking screenshots

Updating Facility Information: Overview

- Objectives:** To create a new facility record, as well as update facility information including creating a new address, and a future address.
- AVBS Role:** Health Care Provider and Provincial Operations
- Pre-Requisite:** Your user account should have been created in AVBS and you should have received an email with the Salesforce URL to be able to access AVBS

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Creating a Facility Record

Each facility must have their own facility record. In AVBS, facility records are managed under Profiles in the Clinic-in-a-Box (IPM) app. To create a facility record, follow the steps below:

1 After logging in to AVBS, make sure you are in the Clinic-in-a-Box (IPM) app. If you are not, navigate to this app.

1a Click on the **App Launcher** and start typing Clinic-in-a-Box (IPM).

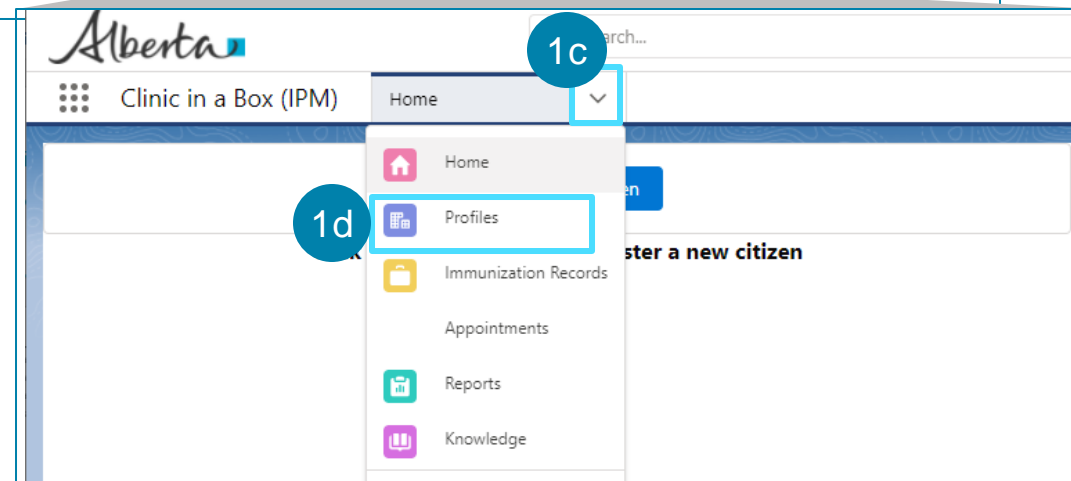
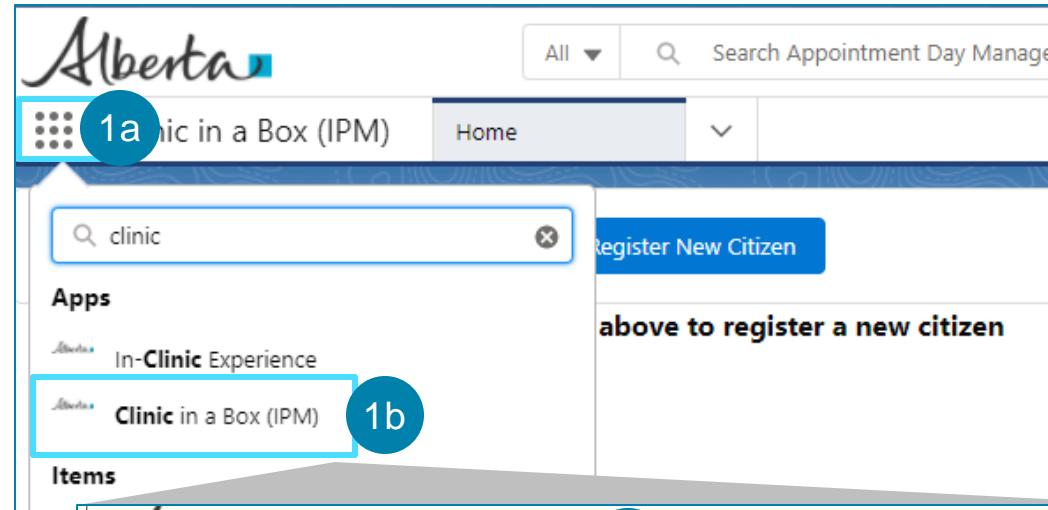
1b Select **Clinic-in-a-Box (IPM)** from the options available.

You will be directed to the Clinic-in-a-Box (IPM) home page.

1c Click the **drop-down arrow** next to the currently opened tab.

1d Click on **Profiles**.

You will be directed to the Recently Viewed Profiles list view



Creating a Facility Record (Continued)

1e Click on **New**.

1f Select **Facility**.

1g Click **Next**.

A pop-up window will display and prompt you to fill out the new facility information.

2 Enter the new facility information:

Please enter all fields that are applicable to your facility. It is recommended that you enter as much information as possible. Refer to slide 18 of this user guide to understand the key fields, the purpose of these fields and the information required.

*Note: All fields marked in * red asterisk are required.*

2a * Enter the facility name under **Profile Name**.

2b Select the **Health Authority** from one of the options in the drop-down menu, if applicable.

2c Enter the **Service Delivery Location (SDL)**, if applicable.

This is the Delivery Service Registry ID (DSRID) associated with the clinics, except for AHS clinics.

The screenshot shows the 'New Profile' form in the Alberta Health Services system. The form is titled 'New Profile: Facility' and is part of a 'Recently Viewed' list. The form fields are as follows:

- Profile Name:** A text input field with a red asterisk indicating it is required. Callout 2a points to this field.
- Health Authority:** A dropdown menu with '--None--' selected. Callout 2b points to this field.
- Service Delivery Location (SDL):** A text input field with a red asterisk indicating it is required. Callout 2c points to this field.
- Health Zone:** A dropdown menu with '--None--' selected.
- Security Group:** A text input field with a red asterisk indicating it is required.
- Active:** A dropdown menu with '--None--' selected.
- Type:** A dropdown menu with '--None--' selected.
- Sub-Type:** A dropdown menu with '--None--' selected.
- Parking Available:** A checkbox that is currently unchecked.
- Available Vaccines:** A section with two columns: 'Available' and 'Chosen'. The 'Available' column contains AstraZene..., Influenza, Moderna, and Pfizer. The 'Chosen' column is empty.

Callout 1e points to the 'New' button in the top right corner of the 'Recently Viewed' list. Callout 1f points to the 'Facility' radio button in the 'New Profile' pop-up window. Callout 1g points to the 'Next' button in the 'New Profile' pop-up window. The 'New Profile' pop-up window also shows the 'Participant' radio button and the 'Person Account Record Type For Screening Program Participant' text.

Creating a Facility Record (Continued)

2d Select the **Health Zone** associated with the facility from one of the options in the drop-down menu, if applicable.

2e * Enter the **Security Group**.

For Pharmacies, input the Wellnet Distributed Facility Identifier (WDFI) code (ex. ABD7).

For AHS Sites, input the Health Zone (Ex. Calgary, North).

2f Select if the current status is **Active**.

2g Select the **Type** from one of the options in the drop-down menu, if applicable.

2h Select the **Sub-Type** from one of the options in the drop-down menu, if applicable.

2i Check off the box if there is **Parking Available**.

2j Select the **Available Vaccines** at the facility.

2k Move the available vaccine types from the Available column to the **Chosen** column using the ► arrow.

*Repeat this step until you've chosen all vaccine types available at the facility. You can also use the ◀ to remove vaccine types from the **Chosen** column. Vaccine types that are left under the **Available** column will not appear as available for appointment booking.*

The screenshot shows a web form titled "New Profile: Facility" with a "Profile Information" section. The form contains several fields and controls, each highlighted with a blue callout circle:

- 2d**: Health Zone dropdown menu.
- 2e**: Security Group text input field.
- 2f**: Active status dropdown menu.
- 2g**: Type dropdown menu.
- 2h**: Sub-Type dropdown menu.
- 2i**: Parking Available checkbox.
- 2j**: Available Vaccines list with a right-pointing arrow button.
- 2k**: Chosen Vaccines list.

Other visible fields include Profile Name (with a search icon), Health Authority, and Service Delivery Location (SDL). At the bottom of the form are buttons for "Cancel", "Save & New", and "Save".

Creating a Facility Record (Continued)

2l * Search Territory.

This is the city of the facility, and is required in order for citizens to be able to book appointments at your facility.

2m Enter the BCH External ID.

This is a unique identified for clinics. For Pharmacies, use a W DFA code and for AHS Clinics, use a DMS code.

3 Click Save.

*A success banner will display and you will be navigated to the **Details** section of the facility record.*

The screenshot shows a web form for creating a facility record. At the top, there is a 'Security Group' field and an 'Available Vaccines' section with two columns: 'Available' (listing AstraZene..., Influenza, Moderna, Pfizer) and 'Chosen'. Below this is the 'Address Information' section, which includes a 'Territory' search field (annotated with '2l') and an 'Address Effective Start Date Message' field. The 'System Information' section shows 'Profile Owner' as Michele Gauron and 'Profile Record Type' as Facility. The 'BCH External ID' field (annotated with '2m') is empty. At the bottom, there are three buttons: 'Cancel', 'Save & New', and 'Save' (annotated with '3').

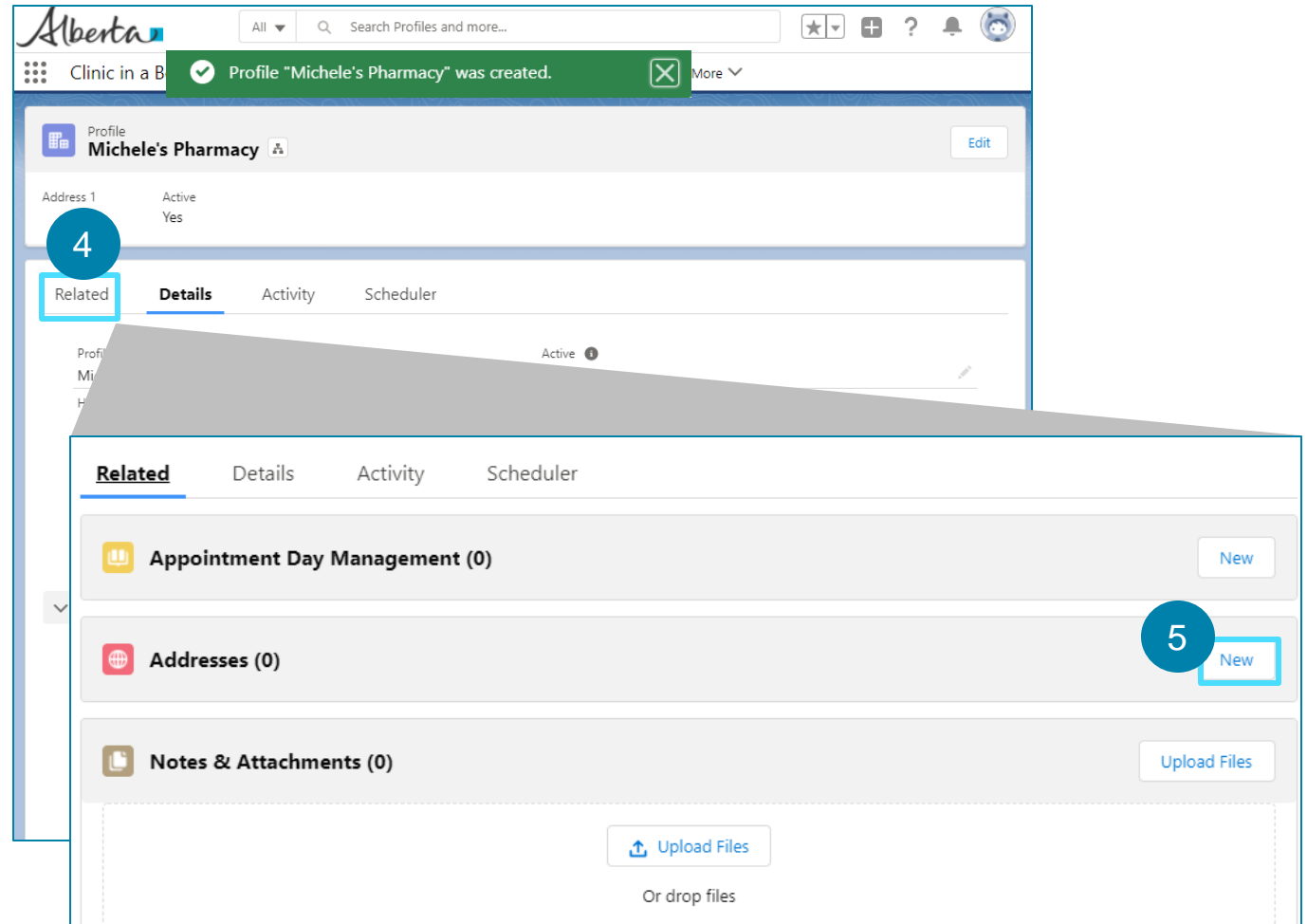
Creating a New Address for a Facility

It is required that each facility has an active address. A facility can only have two active addresses for a single facility record. This allows a facility to maintain one current address and one future address at any given time. To create a new address for a facility, follow the steps below:

4 Navigate to the **Related** tab of the facility record.

5 Under the Addresses section, click **New**.

A pop-up window will display and prompt you to fill out the new address information.



Creating a New Address for a Facility (Continued)

6 Enter the new address information:

Note: All fields marked in * red asterisk are required.

6a * Enter the facility **Address**.

6b * Enter the **City**.

6c Enter the **Province/State**.

6d Enter the **Postal/ZIP**.

6e Enter the **Country**.

6f * Enter the **Latitude**

6g * Enter the **Longitude**.

The **Latitude** and **Longitude** are represented by a decimal number between -90 and 90. If geolocation of your facility is not known, enter your facility address on Google Maps outside of this application to obtain the geolocation.

The screenshot shows a 'New Address' form with the following sections and fields:

- Information**
 - Profile: Michele's Pharmacy (with a close button)
 - Province/State: [Text input field]
 - * Address 1: [Text input field]
 - Address 2: [Text input field]
 - Address 3: [Text input field]
 - Postal/Zip: [Text input field]
 - Country: [Text input field]
 - Address Geolocation
 - * Latitude: [Text input field]
 - * Longitude: [Text input field]
 - * City: [Text input field]
- Usage**
 - Start Date: 2021-07-14 (with a calendar icon)
 - Primary Address:
 - * Status: Active (dropdown menu)
 - Override Existing Future Address:

Callouts 6a through 6g are placed over the form fields: 6a is over the Address 1 field; 6b is over the City field; 6c is over the Province/State field; 6d is over the Postal/Zip field; 6e is over the Country field; 6f is over the Latitude field; and 6g is over the Longitude field.

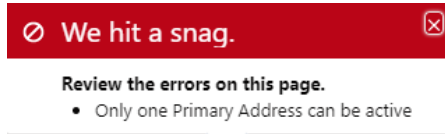
Creating a New Address for a Facility (Continued)

6h Select the **Start Date**, Please note that the start date should be in the future.

6i * Set the **Status** to **Active**.

*If a facility has no previous addresses and creates a new one with the **Status** set to **Active**, this address will default as the primary address.*

Note: A facility can only have one primary address at any given time. If you try to set more than one primary address, an error message will display.



6j Click **Save**.

A success banner will display, and you will be navigated back to facility address record.

*Note: The **Address Effective Start Date Message** field in the facility record will remain blank.*

New Address

Information

Profile: AHS Airdrie Community Health Centre

*Address 1: 11 3rd Line

Address 2:

Address 3:

*City: Edmonton

Province/State:

Postal/Zip:

Country:

Usage

Start Date: 2022-02-16

Status: Active

Primary Address:

Override Existing Future Address:

Address Ge

*Latitude: 43.54805

*Longitude: -79.7353

Profile Michele's Pharmacy

Address 1: 123 45th Street

Active: Yes

Details

Profile Name: Michele's Pharmacy

Health Authority: Alberta Health

Service Delivery Location (SDL):

Health Zone: Edmonton

Security Group: UGF8

Active: Yes

Type: Pharmacy

Sub-Type:

Parking Available:

Address Information

Address 1: 123 45th Street

Address 2:

City: Edmonton

Territory: Alberta

Province/State: Alberta

Postal/Zip: T1Z2G6

Province/Territory: Alberta

Address Effective Start Date Message:

We hit a snag.

Review the errors on this page.

• Only one Primary Address can be active

Save

Creating a New Address for a Facility (Continued)

From the address record, you will have the ability to edit, clone and assign/change owners of the record.

7 Click **Edit** to edit the address information.

An editable pop-up box will display.

7a Make the necessary changes and click **Save**.

8 Click **Clone** to clone the address record and use as a template when adding a new address to the facility record.

A New Address pop-up box will display. See step 10 of this user guide for how to create a future address for a facility.

8a Enter the New Address information as necessary and click **Save**.

The screenshot shows the Alberta Health Services web application interface. At the top, there is a search bar and navigation tabs for 'Clinic in a Box (IPM)', 'Home', 'michele's - Search', and 'Michele's Pharmacy'. The main content area displays an address record for 'Michele's Pharmacy' with ID 'AD-000002293'. The record is active and associated with the profile 'Michele's Pharmacy'. Below the record, there are tabs for 'Status', 'Profile', and 'Description'. Two pop-up windows are overlaid on the main interface. The first pop-up window is titled 'Edit AD-000002293' and contains fields for 'Profile' (Michele's Pharmacy), 'Province/State' (Alberta), 'Address 1' (123 45th Street), 'Postal/Zip' (T1Z2G6), 'Address 2', 'Address 3', 'Country' (Canada), 'Address Geolocation' (Latitude: 60, Longitude: 4.43), and 'City' (Edmonton). The 'Save' button is highlighted with a blue box and a circled number '7a'. The second pop-up window is titled 'New Address' and contains fields for 'Profile' (Michele's Pharmacy), 'Province/State' (Alberta), 'Address 1' (123 45th Street), 'Postal/Zip' (T1Z2G6), 'Address 2', 'Address 3', 'Country' (Canada), 'Address Geolocation' (Latitude: 60, Longitude: 4.43), and 'City' (Edmonton). The 'Save' button is highlighted with a blue box and a circled number '8a'. Arrows point from the 'Edit' and 'Clone' buttons in the main interface to their respective pop-up windows.

Creating a New Address for a Facility (Continued)

Every address record is assigned to an owner. This provides the user with Read, Edit, and Delete access to the record. If the owner of the record needs to be changed, follow the steps below.

- 9 Click **Change Owner** to assign the address record to an existing AVBS user.

A pop-up box will display.

- 9a Assign a user by beginning to type their name into the **Search Field**.

- 9b You can choose to **Send notification email** to the selected user by checking off this checkbox.

Unchecking the box will not send notification email.

- 9c Click **Submit**.

A success banner will display indicating that the selected user now owns the record.

The screenshot displays the AVBS web application interface. At the top, the 'Alberta' logo is visible. The main content area shows an address record for 'Michele's Pharmacy' with ID 'AD-000002293'. The record is currently assigned to 'Michele's Pharmacy'. A 'Change Owner' button is highlighted with a blue box and a circled '9'. A pop-up modal titled 'Change Owner' is open, showing a search field for users (9a) and a checkbox for 'Send notification email' (9b). The 'Submit' button at the bottom of the modal is highlighted with a blue box and a circled '9c'. The background shows the address details for 'Michele's Pharmacy' at '123 45th Street, Edmonton'.

Creating a Future Address for a Facility

When a facility location is going to change, you can enter the future address as well as the future date that the new address will become effective. This will create an external message to users to notify users of the change.

10 To create a future address for facility, follow steps 4 to 6g of this user guide and then proceed with the steps below:

10a Enter the effective **Start Date** for this address.

Select the start future date by clicking on the calendar icon.

10b * Set the **Status** to **Active**.

10c Click **Save**.

A success banner will display, will be navigated back to facility address record.

*Note: The **Address Effective Start Date Message** field in the facility record will be populated with the following message: **Please Note: Starting [future date], this clinic will be located at [Address]**. This is a citizen-facing message that appears at the time of booking an appointment. It is based on the effective start date identified for the address.*

New Address

Information

Profile: Michele's Pharmacy

* Address 1

Address 2

Address 3

* City

Usage

Start Date: 2021-07-14 (10a)

* Status: Active (10b)

Primary Address:

Override Existing Future Address:

Save & Cancel (10c)

Details

Profile Name: Michele's Pharmacy

Health Authority: Alberta Health

Service Delivery Location (SDL):

Health Zone: Edmonton

Security Group: UFH8

Address Information

Address 1: 123 45th Street

Address 2:

City: Edmonton

Territory: Alberta

Province/State: Alberta

Postal/Zip: T1Z2G6

Province/Territory: Alberta

Active: Yes

Type: Pharmacy

Sub-Type:

Parking Available:

Available Vaccines: Influenza/Pfizer

Address Effective Start Date Message: Please Note: Starting Aug 25, 2021, this clinic will be located at 345 67th, Edmonton, Alberta, T2D3J8

Creating a Future Address for a Facility (Continued)

If you try to create a third address, an error message will display that will ask you to override a previous address to create the new one.

The error message will say the following: **Our records show that this facility is scheduled to a new location starting [Date]. Saving this address will override the existing future address. If you wish to continue, please select the “Override Existing Future Address?” checkbox and then select “Save.”**

10d In order to activate the third address and deactivate the existing future address, select the **Override Existing Future Address?** checkbox.

10e Click **Save**.

Note: This action will not override the Primary Address.

The screenshot displays a web interface for managing facility addresses. At the top, the 'Information' section contains several fields: Profile (Michele's Pharmacy), Province/State (Alberta), Postal/Zip (T7H910), Country (Canada), Address Geolocation (Latitude: 5.369, Longitude: 56.251), and City (Edmonton). Below these are three address input fields: Address 1 (912 34th), Address 2, and Address 3. A red error message box is overlaid on the form, stating: 'We hit a snag. Review the errors on this page. Our records show that this facility is scheduled to a new location. Saving this address will override the existing future address. If you wish to continue please select the "Override Existing Future Address?" checkbox and the select "Save"'. The 'Override Existing Future Address?' checkbox is highlighted with a blue box and a '10d' callout. The 'Save' button is highlighted with a blue box and a '10e' callout. The 'Primary Address' checkbox is also visible.

How to Edit Facility Information

You may need to make changes to a facility record. Depending on the change made to the record, there are different actions that you will need to perform based on the scenario. To edit fields of a facility record, follow the steps below:

11a Navigate to the Facility Record by using the **Search Bar**.

11b Select the **Profile Name** of the facility.

11c Click any of the **Edit Pencil** icons to edit the following fields:

- Profile Name
- Health Authority
- Service Delivery Location
- Health Zone
- Security Group
- Active
- Type
- Sub-Type
- Parking Available
- Territory
- Province/Territory

The screenshot shows the Alberta Health Services interface. At the top, the search bar contains 'michele's pharmacy' (11a). Below the search bar, the 'Profiles' section shows two results, with 'Michele's Pharmacy' selected (11b). The 'Details' tab is active, showing various fields for the facility. The 'Edit' button is visible in the top right corner of the profile card. Two 'Edit Pencil' icons (11c) are highlighted in the 'Details' section, one for the 'Active' field and one for the 'Available Vaccines' field.

Profile Name	He...	Re...	Bir...	Poten...	Em...	M...	Pr...
Michele's Pharmacy				<input type="checkbox"/>			
				<input type="checkbox"/>			

Profile: Michele's Pharmacy [Edit]

Address 1: 123 45th Street | Active: Yes

Field	Value	Edit
Profile Name	Michele's Pharmacy	[Pencil]
Health Authority	Alberta Health	[Pencil]
Service Delivery Location (SDL)		[Pencil]
Health Zone	Edmonton	[Pencil]
Security Group	UFH8	[Pencil]
Active	Yes	[Pencil]
Type	Pharmacy	[Pencil]
Sub-Type		[Pencil]
Parking Available	<input checked="" type="checkbox"/>	[Pencil]
Available Vaccines	Influenza:Pfizer	[Pencil]

Address Information

Field	Value	Edit
Address 1	123 45th Street	[Pencil]
Province/State	Alberta	[Pencil]
Address 2		[Pencil]
Postal/Zip	T1Z2G6	[Pencil]
City	Edmonton	[Pencil]
Province/Territory	Alberta	[Pencil]
Territory		[Pencil]

Address Effective Start Date Message: Please Note: Starting Aug 25, 2021, this clinic will be located at 345 67th, Edmonton, Alberta, T2D3J8

How to Edit Facility Information (Continued)

11d Once necessary edits have been made, click **Save**.

*If there has been updates made to the **Security Group** field, a warning will appear. Sharing rules will recalculate every 10 minutes. Allow this time to pass for sharing rules to update for new Security Group.*

Warning!

Security Group on this facility was changed.
Sharing Recalculation in progress...

Profile **AH 101 PHARMACY** Edit

Address 1: 1107 CENTRE ST NW Active: Yes

Related **Details** Activity Scheduler

* Profile Name: AH 101 PHARMACY Active: Yes

Health Authority: Alberta Health Type: Pharmacy

Service Delivery Location (SDL): 1.00E+14 Sub-Type: Existing HA Site

Health Zone: Calgary Parking Available:

* Security Group: FAC-0886 Available Vaccines: AstraZeneca (Available), Pfizer (Chosen), Influenza (Available)

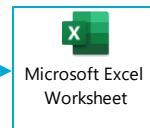
Cancel Save **11d**

Scenarios for Making Changes to a Pharmacy Facility Record

Below is a list of the possible scenarios, as well as the actions that are required to update a Pharmacy facility record in AVBS.

Scenario	Details	Result	Action in Salesforce	Facility Record Updates	Citizen Notification Required?
1	<ul style="list-style-type: none"> Net new site 	New W DFA New DSRID	<ul style="list-style-type: none"> Create a new facility Create a new address Create a new appointment schedule 	<ul style="list-style-type: none"> Create net new 	No
2	<ul style="list-style-type: none"> Same physical address New ownership New name Site is open 	New W DFA Same DSRID	<ul style="list-style-type: none"> Update facility record 	<ul style="list-style-type: none"> Change profile name Change security group with new W DFA Change BCH_External_ID with new W DFA 	No – Pharmacies will not require citizen notifications for name change
3	<ul style="list-style-type: none"> Same physical address New ownership New name Site is closed and re-opened 	New W DFA Same DSRID	<ul style="list-style-type: none"> Update facility Mass cancellation of appointments, if required 	<ul style="list-style-type: none"> Change profile name Change security group with new W DFA Change BCH_External_ID with new W DFA Change record to inactive during close and reactivate once open 	No – Notification is not required for name change. If mass cancellation of appointments is required, onus is on the pharmacy to complete
4	<ul style="list-style-type: none"> New physical address Same ownership Same name 	Same W DFA New DSRID	<ul style="list-style-type: none"> Update facility Update address Mass update Appointment Day Management records 	<ul style="list-style-type: none"> Create new address information with effective start date Change SDL to new DSRID Update ADM records with new address 	Yes – Pharmacies are responsible for notifying citizens of address change

Click on the icon to view the Excel working document, as well as examples for each scenario.



Scenarios for Making Changes to a Pharmacy Facility Record (Continued)

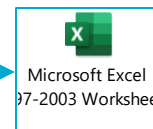
Scenario	Details	Result	Action in Salesforce	Facility Record Updates	Citizen Notification Required?
5	<ul style="list-style-type: none"> New physical address Same ownership New name 	Same W DFA New DSRID	<ul style="list-style-type: none"> Update facility Update address Mass update Appointment Day Management records 	<ul style="list-style-type: none"> Change profile name Change SDL to new DSRID Create new address information with effective start date = TODAY Update ADM records with new address 	Yes – Pharmacies are responsible for notifying citizens of address change
6	<ul style="list-style-type: none"> Same physical address Same ownership New name Site is open 	Same W DFA Same DSRID	<ul style="list-style-type: none"> Update facility Mass cancellation of appointments, if required 	<ul style="list-style-type: none"> Change profile name 	No – Notification is not required for name change
7	<ul style="list-style-type: none"> New physical address New ownership New name 	New W DFA New DSRID	<ul style="list-style-type: none"> Update facility Update address Mass update Appointment Day Management records 	<ul style="list-style-type: none"> Change profile name Change SDL to new DSRID Change security group with new W DFA Change BCH_External_ID with new W DFA Create new address information with effective start date = TODAY Update ADM records with new address 	Yes – Pharmacies are responsible for notifying citizens of address change
8	<ul style="list-style-type: none"> Permanent site closure 	New	<ul style="list-style-type: none"> Update facility Mass cancellation of appointments, if required 	<ul style="list-style-type: none"> Change record to inactive 	If mass cancellation of appointments is required, onus is on the pharmacy to complete

Scenarios for Making Changes to an AHS Site Facility Record

Below is a list of the possible scenarios, as well as the actions that are required to update an AHS Site facility record in AVBS.

Scenario	Details	Result	Action in Salesforce	Facility Record Updates	Citizen Notification Required?
1	<ul style="list-style-type: none"> Net new site 	New DMS# Security Group = Existing Healthzone	<ul style="list-style-type: none"> Create a new facility Create a new address Create a new appointment schedule 	<ul style="list-style-type: none"> Create net new 	No
2	<ul style="list-style-type: none"> New physical address 	New DMS# Same Healthzone	<ul style="list-style-type: none"> Create a new address 	<ul style="list-style-type: none"> Create new address information with effective start date Update ADM records with new address Extract citizen notification report 	Yes – Extract Confirmed Appts Report and send notification to affected citizens via Email/SMS. 811 is responsible for phone calls to citizens
3	<ul style="list-style-type: none"> New name 	Same DMS# Same Healthzone	<ul style="list-style-type: none"> Update facility 	<ul style="list-style-type: none"> Change profile name Extract citizen notification report 	Yes – Extract Confirmed Appts Report and send notification to affected citizens via Email/SMS. 811 is responsible for phone calls to citizens

Click on the icon to view the Excel working document, as well as examples for each scenario.



Scenarios for Making Changes to an AHS Site Facility Record (Continued)

Scenario	Details	Result	Action in Salesforce	Facility Record Updates	Citizen Notification Required?
4	<ul style="list-style-type: none"> New physical address New name 	<p>Same DMS# Same Healthzone</p>	<ul style="list-style-type: none"> Update facility Update address Mass update Appointment Day Management records 	<ul style="list-style-type: none"> Change profile name Create new address information with effective start date = TODAY Update ADM records with new address 	<p>Yes – Extract Confirmed Appts Report and send notification to affected citizens via Email/SMS. 811 is responsible for phone calls to citizens</p>
5	<ul style="list-style-type: none"> Temporary closures and re-openings at same physical address 	<p>Same DMS# Same Healthzone</p>	<ul style="list-style-type: none"> Update facility Mass cancellation of appointments, if required 	<ul style="list-style-type: none"> Change record to inactive 	<p>If mass cancellation of appointments is required, onus is on the AHS clinic to complete</p>
6	<ul style="list-style-type: none"> Permanent closures 	<p>Same DMS# Same Healthzone</p>	<ul style="list-style-type: none"> Update facility Mass cancellation of appointments, if required 	<ul style="list-style-type: none"> Change record to inactive 	<p>If mass cancellation of appointments is required, onus is on the AHS clinic to complete</p>

Facility Record Field Descriptions

Below are the descriptions of fields shown in a facility record:

Field	Description
Phase	Indicate the go-live date for that facility (i.e. August 16, 23, 30)
Health Authority	Free form text to enter the Health Authority associated with the Facility (i.e. Alberta Health Services or Alberta Health)
Health Zone	The Health Zone in which the facility is located
Security Group	W DFA value for Pharmacies (006B) or the Health Zone for AHS Clinics (Calgary, North, Edmonton etc.)
Clinic Name	Free form text to enter clinic name. Maximum field length is 80.
ClinicID	Unique W DFA code assigned to each Pharmacy (i.e. 006B) OR the unique DMS ID assigned to each AHS Site (037)
Service Delivery Location (SDL)	Delivery Service Registry ID (DSRID) for each Pharmacy. Leave blank if not applicable (i.e. AHS Clinics)
Record Type	Do not update. Leave as default value "Clinic"
Type	Use "Pharmacy" if the facility is a pharmacy, use "Alberta Health Services Site" if the facility is an AHS Site or "Physicians Office" if the facility is a physicians office
Sub-Type	Select from the field drop-down list. See definitions below under Site Archetypes.
Address Line 1	Free form text to enter clinic address. Maximum field length is 50 characters.
Address Line 2	Free form text to enter clinic address. Maximum field length is 50 characters.
City	Free form text to enter city/community where clinic is located. Maximum field length is 50.
Province	Do not update. Leave as default value "AB"
Postal Code	Enter 6 character postal code with no spaces.
Latitude	Latitude (geo-location) of the facility
Longitude	Longitude (geo-location) of the facility
Territory	The city in which the clinic is located