

Please select from the following: **(All new users are required to attend SCM Basics training)**

- New User/Class Registration Existing User/ Refresher class Name Change Nrsng. Orientation
 Change of Occupation/Update Access Rights Delete Account Account Reactivation

Username Information (Please Print Clearly)

*Unless otherwise indicated, **all fields in this form must be completed** - failure to provide complete information will delay your registration process.

(Please provide your **full** legal surname, given name & middle initial) No Middle Initial

Surname: _____ Given Name: _____ Middle Initial: _____

Previous Name (if name change): _____ Physician's Billing # (if applicable) _____

Occupation: _____ PHC Site: _____ Work Area/Service: _____

Signature of Leader/Department Head/Instructor: _____ Local: _____ Pager: _____

For Medical Clerks, Residents, Fellows, and International Medical Graduates:

Ending Date of Program: _____
(DD/MM/YY)

For Emergency and ICU Rotations Only

Start of Rotation: _____ End of Rotation: _____
(DD/MM/YY) (DD/MM/YY)

Class Selection (Please note: **Absolutely NO** food or beverages are permitted in the classroom)

Please refer to the PCIS (SCM) internal web site (http://phcsunrise/AT_TrainingMain.asp) for class information and schedules, indicate your preference(s) below:

SCM Basics - First Preferred Date/Time: _____ Alternate Choice: _____

SCM Orders - First Preferred Date/Time: _____ Alternate Choice: _____

Send completed registration form to PCIS Training and Support, by Fax: (604) 806.9907 or Internal PHC Mail: Hornby Site, 2nd Floor, Room 201

Please indicate below your preferred method of contact so that we can confirm your class time

Phone: _____ Email: _____ Pager: _____

For inquiries: Please page 34188 or (604) 252-4188 (from outside PHC) weekdays between 8am and 4pm

1. Classes are held @ 1190 Hornby Street, 3rd floor PHC/VCH Training Room
2. Please arrive **5 minutes** before the published class start time, **latecomers will be required to re-register.**
3. All users that are **required** to enter orders electronically **must** attend an **SCM Orders session** prior to their Rotation/start date. This includes: Allied Health staff, Nursing Staff, Unit Coordinators, plus All Physicians & House staff: (IMGs, Residents and Fellows) in **ICU & Emergency Departments.**