

This quick reference provides instructions for submitting a data inquiry in Alberta Netcare Portal (ANP).

Data Inquiry Submission

If you suspect an issue with a patient’s clinical data in ANP, you can report it to the Person Identity Management (PIM) team for review and analysis. If the PIM team concludes that there is a patient data issue, they will coordinate with the data source to make the update.

NOTE

Under the *Health Information Act* (HIA), authorized custodians have a duty to ensure the accuracy of health information and respond to correction requests. For more information about the HIA visit the [Alberta Netcare Learning Centre](#).

Raising a Data Inquiry

- 1 Click the **Data Inquiry** button/link within the document in question.



- 2 A message window will open with the name of the patient in the **Subject** field and an attachment of the patient’s clinical document, if applicable.

Before you proceed:
Please note that the Data Inquiry function is only intended for reporting suspected issues with the current data being viewed. All other issues should be reported by following the normal help desk process.

To: Data Integrity

Importance: Normal Request a read receipt

Subject: Data Inquiry (10007-1114 SMITH, JOHN) 3

Attachment: GLUCOSE RANDOM (10007-1114 SMITH, JOHN) 2

Message: The date of birth for this test result is the same as on the patient demographics.

Word Wrap Send 4

Steps to Submit the Data Inquiry

1	Indicate the level of importance.
2	Describe the suspected data issue in the Message field.
3	Select the Request a read receipt checkbox if you would like to receive verification that the data inquiry has been received.
4	Click Send . An email with the attached record is sent to the PIM team for review.
5	If you receive a request from the PIM team for additional information via the ANP secure messaging system, respond to the request.