

Designated Agent Registration Information

To access the Office of Statewide Health Planning and Development's (OSHPD) patient data reporting system, all potential Designated Agents must first submit a completed [Designated Agent User Agreement](#) (OSH-ISD-774).

It is the responsibility of the Designated Agent **Primary** Contact to read these instructions and return a completed Designated Agent User Agreement to OSHPD for **each** system user within their company. Please complete the following steps to register:

1. Determine who your users will be.
 - Each Designated Agent **Primary** Contact may approve as many as nine active users.
 - Designated Agents will have access to submit and retrieve the status of data submissions but will not have access to make corrections to data on the behalf of healthcare facilities.
2. Once the system users are determined, complete the Designated Agent User Agreement (OSH-ISD-774) for each user within your company.
3. The **Primary** Designated Agent Contact must approve and sign the agreement. This includes a Designated Agent User Agreement authorizing themselves as a user.
4. Send the completed form(s) to:

Office of Statewide Health Planning and Development
Information Services Division
Patient Data Section
2020 West El Camino Avenue, Suite 1100
Sacramento, CA 95833-1880

Contact Information

Home: www.oshpd.ca.gov/data-and-reports/submit-data/patient-data/

Phone: (916) 326-3935

Email: mircal@oshpd.ca.gov

Fax: (916) 327-1262

Upon receipt and verification of these forms, OSHPD will confirm enrollment by phone and provide the new user with the username, password, and log-on assistance for the data system.

The Facility Administrator or Primary Contact at the healthcare facility must complete and sign the [Agent Designation Form](#) (OSH-ISD-771) authorizing an agency or individual designated agent to submit data on their healthcare facility's behalf before a Designated Agent will be granted access.