Patient-Level Data System User Registration Information

To access the Department of Health Care Access and Information's (HCAI) patient data reporting system, all facilities must first complete and submit the following forms:

- User Account Administrator (UAA) Agreement
- Facility Contact Information

You can get copies of these forms on our website www.https://hcai.ca.gov/data/submit-data/patient-data/resources/; under Forms, click the User Registration links.

Please complete the following steps to register:

1. Determine who your User Account Administrator(s) will be. This individual will have the responsibility of maintaining your facility's user accounts and will have access to read, submit and/or correct your facility's confidential data. Maintenance includes adding and inactivating users as well as modifying user profile information. **The UAA will be the central contact for your staff when handling user account related questions and issues**.

2. Once the UAA(s) is/are determined, complete the [User Account Administrator (UAA) Agreement](#) (HCAI-OIS-773) for each UAA appointed at your facility.

3. The [Facility Contact Information](#) sheet informs HCAI of your facility's Primary, Secondary, and Facility Administrator contacts. Complete this sheet if you are a new facility, or if your existing UAA is unable to conduct user account and contact maintenance within the system.

4. Submit the completed forms to HCAI by email to PatientLevel@hcai.ca.gov or fax to (916) 327-1262.

   Contact Information
   Department of Health Care Access and Information
   Office of Information Services
   Patient Data Section
   2020 West El Camino Avenue, Suite 1100
   Sacramento, CA 95833
   Home: https://hcai.ca.gov/data/submit-data/patient-data/
   Phone: (916) 326-3935
   Email: PatientLevel@hcai.ca.gov
   Fax: (916) 327-1262

Upon receipt and verification of these forms, HCAI will confirm your enrollment. You will receive an email from the SIERA system with log-on instructions and a prompt to update your user profile.