

PAS Reconciliation Support for MOAs

January 16, 2026





Doctors of BC
Health Technology Coaches



EMR Support
and optimization



Adjunct Technology
Support
(ie. Cortico, Pomelo)



AI Integrations,
Privacy and Security
Support



PAS Reconciliation
Support



doctors
of bc

Doctors of BC Panel Management Coaches



EMR Support
and optimization

Panel Management



Phase 1: Empanelment

- Empanelment assigns patients to individual primary care providers. Having an accurate list of active patients for each provider improves continuity of care and enables population-based care.



Phase 2: Disease Registry Clean up

- Panel clean-up involves creating registries that accurately reflect all patients within the panel who have a specific diagnosis and are properly coded with the correct ICD-9 code.

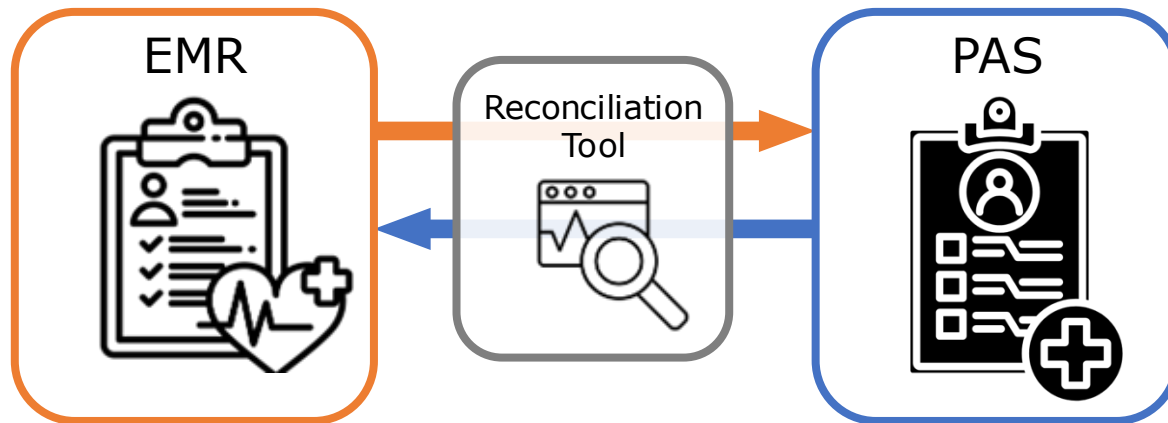


Phase 3: Proactive and Preventative Care

- Panel optimization involves using updated data to implement proactive care goals using decision support tools in the EMR.

Agenda

- Intro to Panel Management & how PAS relates to Panel Management
- Demo of pulling a list of active patients from Oscar
- Exporting patient panel list from PAS
- How to utilize the *Reconciliation Tool*
- Q&A



Provincial Attachment System (PAS) – Provider/MOA Facing

Overview

- PAS is a system to connect patients without a family doctor to FPs or NPs that are accepting new patients.
- Aims to help unattached patients find a family doctor and assist doctors in building or expanding practices.
- FPs and NPs upload and maintain their active panel in PAS.



PAS Reconciliation - Why is this needed?

Overview

- EMR and PAS are not in sync with each other.
- Changes in the EMR are not reflected in PAS, and vice versa.
- PAS only gets updated by:
 - Submitting 98990 bill to add a patient.
 - Manually removing patients.
 - Manually transferring patients (sending and receiving).

	A	
	Patients in PAS, and either 'Active in EMR	
1		
2		
3	D	←
4	Filter	Filter
23	Not Active in EMR Remove from PAS	PAS M
24	Active in EMR	Pendin
25	Active in EMR	Confir
26	Active in EMR	Confir
27	Not Active in EMR Remove from PAS	Not M
28	Active in EMR	Pendin
29	Active in EMR	Pendin
30	Active in EMR	Pendin
31	Active in EMR	NOT M

How to get access to PAS

- Download the [BC Services Card App\(external link\)](#) on your mobile device and verify your identity if you haven't already. This is used to access multiple services with the Government of BC.
- Create your [OneHealthID\(external link\)](#) on your desktop following the system prompts. This is a one time setup, reusable across multiple systems and reduces the amount of accounts needed to access services.
- Complete the [Multifactor Authentication process\(external link\)](#) with your desktop and mobile device. This adds an additional layer of security when logging in.
- Have the Provider you support endorse you as an authorized user and specific to update and modify, or to update clinic permission

Home x +


← → ↻ \$ bchealthprovider.ca/s/


My Clinics & Panels


My Clinics Patients Without a Clinic Transfer Requests

My Panel Size ⓘ

1,181

 [Health Centre](#)

 Address

 Phone Number

My Panel Size 1,181

[Health Centre](#)

Address

Phone Number

System Role: Director License: Physician

Panel Registry

[Manage Access](#) [My Panel](#)

[Review Pending Attachments](#)

To see actual panel list

My Panel Size 1,181

[Health Centre](#)

Address

Phone Number

System Role: Director License: Physician

Panel Registry

[Manage Access](#) [My Panel](#)

[Review Pending Attachments](#)

New patients from HCR

Panel Registry My Panel

Future Capacity limit reached (Current Capacity will not exceed Future Capacity). To request additional attachments, increase your Future Capacity by either removing patients from your panel and/or setting Desired Panel Size to a number greater than My Panel Size.

Provider Panel at Clinic (Panel Capacity) [Panel] en Health centre [Edit] [Confirm Panel]

Summary table with columns: Monthly Capacity Rate (0), Desired Panel Size (636), Current Capacity (0), Future Capacity (0), Panel Last Confirmed (Jan 14, 2025)

Panel | Panel Summary | Details | Patients Without a Clinic | Transfer Requests

Active [My Panel Size: 649]

About Panel Registry Updates Regularly check the PAS MRP Status (Provincial Attachment System Most Responsible Provider) and keep your PAS and EMR panels up to date.

Search by name or PHN [Remove] [Change Clinic] [Transfer Provider]

Table with columns: PAS MRP Sta..., PAS MRP Updated, PHN, Last Name, First Name, DOB, Panel Transf..., Panel Transfer S..., Panel Transf...



Spreadsheets and Recommendations

Types of spreadsheets

- Microsoft Excel
- LibreOffice
- Mac Numbers

Recommendations – Do not

- Do not use Google sheets
- Do not save spreadsheets to the cloud

Recommendations – Do

- Do delete files from computer when finished
- Do delete from trash as well



Spreadsheets Utilization

Detailed Instructions on first tab ("Instructions" tab in red on the left)

Instructions

Version for: **EXCEL** and **LIBREOFFICE**. Version: Mar 11, 2025

YouTube demonstration on using this tool:
<https://www.youtube.com/watch?v=6s4jztkXuvs>

TIP: Save a blank copy of this Excel template. Copies can be used with other FPs/NPs, or at a later date

- 1 When opening for the first time, click 'Save As' and save a 'blank' copy. This is your template.
- 2 You can then open this 'blank' template and, click 'Save As', and save with the FP or NP's initials in the filename.

EMR data

- 1 Export patient panel from the EMR as an Excel or CSV file
Note: file must contain the PHN for the patient
- 2 Copy the EMR data from the file by highlighting the whole worksheet
If using windows - Ctrl A (will highlight the whole worksheet which is fine), and then Copy (Ctrl C)
If using Mac - Command A (will highlight the whole worksheet which is fine), and then Copy (Command C)
- 3 Paste the EMR data into the worksheet 'EMR' in cell A1
If using windows - Ctrl V
If using Mac - Command V

PAS Data

- 1 View My Panel, and scroll down to display all the patients. Keep scrolling down as only 50 load at a time
- 2 Copy all the PAS data
If using windows - Ctrl A (will highlight the whole screen which is fine), and then Copy (Ctrl C)
If using Mac - Command A (will highlight the whole screen which is fine), and then Copy (Command C)
- 3 Paste the PAS data into the worksheet 'PAS' in cell A1
If using windows - Ctrl V
If using Mac - Command V

PHN columns

- 1 In the 'Patients in PAS' worksheet in cell A3, enter the column letter where the PHNs are listed in the PAS data
- 2 In the 'Patients in the EMR' worksheet in cell A3, enter the column letter where the PHNs are listed in the EMR data

'Patients in PAS' worksheet

- 1 Column A will now show which patients are either 'Active in EMR' or 'Not Active in EMR Remove from PAS'
Totals for both will be shown in the header
- 2 Use the Filter in cell A4 to find the patients 'Not Active in EMR Remove from PAS'

'Patients in the EMR' worksheet

- 1 Column A will now show which patients are either 'In PAS' or 'Missing from PAS'

Trouble shooting

- 1 If column A in either the 'Patients in PAS' or 'Patients in the EMR' worksheets is displaying '-' for every row?

Check to ensure that you have entered the correct column letter for the PHN column in cell A3 on both the 'Patients in PAS' and 'Patients in the EMR' worksheets

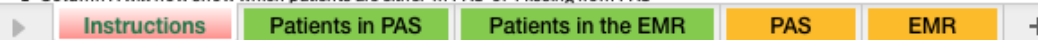
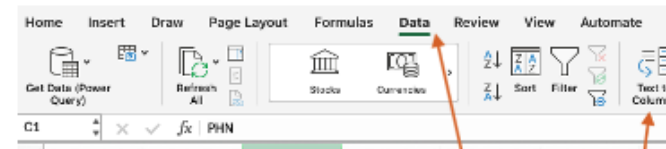
- 2 If column A in the 'Patients in PAS' worksheet is displaying 'Not Active in EMR Remove from PAS' for every patient row and column A in the 'Patients in the EMR' worksheet is displaying 'Missing from PAS' for every patient row?

You need to ensure that both the PHNs on the 'PAS' and 'EMR' worksheets are in the same format. Because if on one worksheet the PHNs are formatted as text and the other worksheet the PHNs are formatted as numbers, then the formulas will not work.

Follow the instructions below.

This is the process for the 'EMR' worksheet:

	A	B	C	D	E	F
1	First Name	Last Name	PHN	Date of Birth		
2	BILBO	BAGGINS	9999900000	1973-07-22		
3	COMPLETELY	FAKE	9009009009	1985-08-16		
4	KYLEE	ZULA	9888888889	1992-06-30		
5	JANELLE	KAVITA	9777777779	1997-02-28		
6	ROBBY	NAISH	9444999444	1967-04-02		
7	LUCILLE	ARNAUD	9777777777	1970-06-12		
8	ELA	VIKTORIE	9888777666	1981-12-04		
9	MARKUS	AREDAVI	9333444222	1962-07-03		
10	SOMETIMES	FAKE	9900880066	2007-06-23		
11	JJ	LUO	9988776655	1955-03-21		
12						
13						
14						



EMR Data Export

- In Oscar, export an active patients list specific to the provider you are trying to reconcile with PAS
- Ensure the report has a column with the PHN included
- Export the list to .csv if you are using Numbers or Libre, and .xls if you are using Excel.

Patients in PAS - MRP Status

- **Pending** - Patient's MRP is currently unresolved; it is possible that more than one Provider has tried to attach this patient so there is a need to both confirm with the patient, and possible rebill the 98990 code
- **Confirmed** - Provider is confirmed as attached to this Provider in PAS.
- **Not the MRP** - Patient is in the clinic EMR as part of the Provider's panel but PAS has determined the provider is not the patient's MRP. This may be a result of more than one Provider claiming the patient, or the Patient confirming an alternative MRP.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Patients in PAS, and either 'Active in EMR' or 'Not Active in EMR Remove from PAS'								9 # of patients matched in EMR and in PAS <i>NOTE: this # could include header rows(s) as well</i>			0 Duplicate PHNs found			
G ← Enter the column letter where the PHNs are listed on the 'PAS' worksheet								3 # of patients not active in EMR remove from PAS <i>NOTE: this # could include header rows(s) as well</i>			12 Unique records			
Filter	Filter - PAS MRP Stat	A	B	C	D	E	F	G	H	I	J	K	L	M
Not Active in EMR Remove from PAS	Confirmed	-	-	-	-	Confirmed	06-06-2024	935493128 #1	LITTLE PIG	36600	Not Initiated	-	-	-
Not Active in EMR Remove from PAS	Confirmed	-	-	-	-	Confirmed	01-01-2026	1223777443 #3	LITTLE PIG	37602	Not Initiated	-	-	-
Not Active in EMR Remove from PAS	Pending	-	-	-	-	Pending	06-06-2024	811000999 WOLK	BIG BAD	28351	Not Initiated	-	-	-

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Clinics using Dr. Bill

- [Dr.Bill\(external link\)](#) has worked closely with Doctors of BC and MSP Teleplan to create a secure patient panel submission service that is available to all family doctors at no cost
- Currently available until the end of August 2026
- Uploads a list of patients to PAS instead of using the 98990 code
- If a provider has used it already, they can use it again but they must use a new email address
- NPs must use Dr. Bill
- MSP facility number used to associate the panel to the physician's location of practice

Summary of Resources

- [DOBC Website Resource](#)
- [Government of BC – Accessing and Using PAS as an MOA](#)
- [PHSA PAS Reference List for MOAS](#)
- [DOBC PAS Reconciliation Video](#)
- [Get in touch with DOBC Health Technology Coaches](#)