

Quick Reference Sheet – HIROC Forms, Tools, & Resources

Website Access:

- Go to HIROC website @ www.hiroc.com
- Click on ‘**Login**’ and enter your username and password . The username is the email address we have on file. If you are unsure of the email address you have on file please send a request to midwives@hiroc.com or call Karen @ 416 730-3021 or Jodi 416 730-3064.
- If you have forgotten your password, click Login and then ‘**Forget your Password**’.
- It will bring you to a tab that states ‘**Forgot Password**’, enter the email we have on file. A link will be sent to you within 48 hours to set up a new password. If you do not receive the link please contact.

Criteria for your new password should be as follows:

- Cannot contain your email address or your full name
- Should be at least 9 characters long
- Should contain characters from three of the following four categories:
 - English upper case characters (A through Z)
 - English lower case characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example: !, \$, %, &)

To access the Incident Reporting Forms:

- Once you login into the website, look to the top left and select ‘**Report a Claim**’.
- Scroll down to Ontario and then look for the 3rd category – ‘**Midwifery Reporting**’
- For Professional Liability matters (clinical) choose – ‘**Association of Ontario Midwives Liability Claim/Incident Reporting Form**’ and note you can also choose to refer to the Procedures as well.
- If this is a Practice Group matter (general liability for clinic business) then choose ‘**Practice Group Claim Reporting Form**’.
- If requiring website navigation assistance, please contact Karen 416 730-3021 or Jodi 416 730-3064.

We recommend to save a copy of the form should there be technical difficulties.

To access forms/information for Treatment of Non-Residents:

- Ensure that you are accessing the ‘**Public Site**’ (you can navigate between the Public Site or the Subscriber Portal in the upper right hand corner of the page).
- Go to website home page and look to the top area and select ‘**Insurance**’.
- Select ‘**GLJA/Liability Protection for Midwives and Physicians**’.
- For forms applicable to midwives, click on ‘**Health Care Organizations**’ and ‘**Midwives in Private Practice**’ and ‘**Midwife Practice Group Agreement in Respect of Foreign Residents**’.
- Need more information? Please send your query to:

riskmanagement@hiroc.com

We invite you to explore other tools and resources on our website such as archived copies of the HIROC Connection, Risk Watch, Past Webinars, etc. Contact us for any concerns – midwives@hiroc.com or 1-800-465-7357 or locally 416 733-2773.