CARECONNECT QUICK START GUIDE
Overview of the CareConnect Enrolment Process

CareConnect is a province-wide electronic health record (EHR) viewer that enables health care providers to access key patient information and records from various systems all-in-one place. Follow the high-level steps below to enroll your worksite and clinical team members for CareConnect eHealth Viewer access. *NOTE: Certain professions may need to complete different steps when applying for CareConnect access. Refer to the role-specific quick start guides below.*

HIGH-LEVEL REGISTRATION STEPS

WHO NEEDS TO COMPLETE THIS STEP (click links below to open role-specific Quick Start or How To guides)

| All Users | Site Administrator (e.g. Lead Physician, Office Manager, MOA or Corporate Admin) | • Authorizers (e.g. Physicians, Nurse Practitioners or Registered Nurses, Long-Term Care or First Nations RN's)
• On-Behalf-Of Users (e.g. MOA)
• Independent User (e.g.Pharmacist, Resident, Licensed Practical Nurses (LPN), Registered Psychiatric Nurses (RPN's) or Social Workers) | |

VALIDATE YOUR IDENTITY	CREATE OR JOIN A WORKSITE	COMPLETE PRIVACY & SECURITY REQUIREMENTS	APPLY FOR CARECONNECT ACCESS
• All staff must have a valid BC Services Card and a smartphone to begin registration. • Download the BC Services Card App to validate your identity via video verification and enable multi-factor authentication. • Using this app will allow you to access the enrolment portal and the CareConnect eHealth Viewer.	• If your worksite does not exist yet, designate a Site Administrator to register your worksite. • Once worksite creation has been approved by the CareConnect team, the site administrator can invite and approve users to join a worksite. • To join a worksite, users can click on the invite email link OR search by Worksite ID or Address.	• The lead practitioner or office manager (must have signing authority) must complete the Worksite Privacy & Security Declaration form. • All CareConnect users must complete the Privacy & Security Course (STEP 3 in the *How to Complete CareConnect Privacy & Security Requirements* guide). • Accredited professionals (e.g. Nurses, Physicians, Pharmacists, Social Workers, etc.) must also digitally sign the Health Practitioner CareConnect Access Agreement (HPCAA) via the enrolment portal.	All users must submit the CareConnect Application form, but steps may differ depending on your role. Refer to the Quick Start Guides or How to Guides: • Authorizers (GP/NP/RN) may approve CareConnect access for On-Behalf-Of Users after registration. • On-Behalf-Of Users must request approval from an Authorizer (e.g. Physician, Nurse Practitioner or Registered Nurse) prior to being granted access to CareConnect. • Independent users may apply for CareConnect access without Physician, Nurse Practitioner or Registered Nurse sponsorship

RELATED HOW TO GUIDE (refer for detailed instructions and screenshots)

| How to Validate Your Identity using the BC Services Card app | How to Register a Worksite as a Site Administrator | How To Complete CareConnect Privacy & Security Requirements | How to Apply for CareConnect as an Authorizer
How to Apply for CareConnect as On-Behalf-Of User
How to Apply for CareConnect as an Independent User |

ACCESSING CARECONNECT - DIRECT PATIENT CARE eHEALTH VIEWER

BRITISH COLUMBIA | Ministry of Health

Provincial Health Services Authority
Province-wide solutions. Better health.

Once all the enrolment steps are completed, CareConnect applications will be processed in 7 – 10 business days. Users will receive an email with further instructions once their access has been approved. For more information or support, visit the CareConnect Website, Frequently Asked Questions, User Guides page or email: private.careconnect@phsa.ca.