### Provincial Digital Health and Information Services

Partnering with the BC health sector, providers and citizens

# Digital Health Innovation (DHI) Support

When you need support using any Digital Health Innovation (DHI) product, we're here to help.

### **Contact us**

#### There are three ways to contact us for support:

- Access the DHI Support Portal (registration required)
- Call 1-833-297-8107 Monday to Friday, 8 a.m. to 5 p.m. PST (closed statutory holidays)
- Send an email to DHSupport@phsa.ca

### **Support Portal services**

#### On the DHI Support Portal, you can:

- Submit support requests (tickets) for one or more Ocean sites
- Access and manage support tickets by clinic or Ocean site name

#### You can use the DHI support Portal to:

- Solve problems accessing or using your DHI product
- Make a general inquiry
- Manage your Support Portal profile
- Report a privacy breach
- View DHI outage notifications
- Order additional DHI products
- Suggest a change to a DHI product
- Get help with your Ocean site:
  - o Add or remove a user from your Ocean site
  - o Change your clinic directory listing
  - Manage your Healthmap favourites
  - o Retrieve your Ocean SEK
  - Reset your Ocean password
  - o Get help changing an Ocean form

## **Register and access**

#### To register for support:

- Send a request for Support Portal registration, including the email address of each user to be registered, to the support team at DHSupport@phsa.ca.
- 2. Each user will receive an email from jira@dhi-ea.atlassian.net, which will include a link to create a password. Haven't received an email? Check your spam or junk mail folders, and if you still can't find the email, contact us.
- 3. We will activate each user on the DHI Support Portal.

We suggest you **register at least two users** for your clinic, so that you always have someone available who can access support. To add or remove a registered support portal user, reach out to us via email.

#### To access support:

- 1. Go to the <u>DHI Support Portal</u>.
- 2. Click on the type of support you need.
- 3. Complete the fields > Send.

We suggest you bookmark the DHI Support Portal on your browser and set your browser to save your password. It's also a good idea to save your password elsewhere.



