







CARECONNECT QUICK START GUIDE

Authorizer

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.

This guide outlines the steps involved in applying for CareConnect access as an Authorizer (e.g. Physicians & Nurse Practitioners). By completing the Health Practitioner CareConnect Access Agreement (HPCAA), these users may authorize On-Behalf-Of users to work on their behalf. For detailed instructions and screenshots, refer to [How to Apply For CareConnect As An Authorizer](#) guide or follow the high-level steps outlined below.

REGISTRATION STEPS

| | |
|---|---|
|  | <p>1. Verify your identity using the BC Services Card App</p> <p>In order to register for CareConnect access, you must validate your identity using your BC Services Card. All users must download the BC Services Card App and complete a video validation with a Services BC agent. Refer to How to Validate Your Identity using the BC Services Card app guide for detailed steps.</p> |
|  | <p>2. Accept the invitation to join a worksite by email and/or enter your Worksite ID</p> <p>After you log into my.CareConnect, complete the HxBC account registration form. If you have received an invite to join a worksite, then click Main Menu and Manage Your Request to Accept your invite. Otherwise, search for worksite by the Worksite ID sent via email. Submit your worksite access request. Note: If your worksite does not exist, refer to How to Register a Worksite as a Group-Site Administrator.</p> |
|  | <p>3. Coordinate the completion of Privacy & Security Requirements</p> <p>Prior to being approved for access, you are required to complete a short Privacy & Security course and relevant agreements to protect the sensitive patient information available through the eHealth Viewer. See the How To Complete CareConnect Privacy & Security Requirements guide for detailed steps.</p> |
|  | <p>4. Register as an individual user</p> <p>To register for individual user access, open the Application Access module and submit the CareConnect Enrollment Form. Refer to Section 3 of the How to Apply For CareConnect As An Authorizer guide for detailed steps.</p> |
|  | <p>5. Authorize users to work on your behalf</p> <p>To authorize an on-behalf-of user, open the Worksite Access module and select the My On-Behalf-Of-Users. Click Authorize a User and select the worksite member you wish to work on your behalf. Refer to Section 4 of the How to Apply For CareConnect As An Authorizer for detailed instructions. Note: A Physician or Nurse Practitioner must have CareConnect access before becoming an Authorizer for an On-Behalf-Of user.</p> |
|  | <p>6. Access the CareConnect eHealth Viewer for Direct Patient Care</p> <p>Once all requirements are submitted, your application will be processed in 7 – 10 business days. Feel free to complete the online orientation course on how to navigate the CareConnect eHealth viewer during this time. You will receive an email with instructions on how to access CareConnect once approved.</p> |