







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 & Registered Nurses). 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 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, Nurse Practitioner or Registered Nurse 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. You will receive an email with instructions on how to access CareConnect once approved.</p>