

# 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., Physician, Nurse Practitioner or Registered Nurse). An authorizer must have completed all the CareConnect user enrolment requirements, and have been provisioned access to CareConnect, prior to being able to authorize access for an On-Behalf-Of user. Before beginning your enrolment process you must have a BC Services Card (BCSC) Account. Visit the [BCSC website](#) to learn how to create an account.*

## REGISTRATION STEPS



### 1. Register Yourself in the my.CareConnect Portal

Log in to the my.CareConnect Portal using your BC Services Card Account to complete the Account Registration Page.



### 2. Join or Create a Worksite

- If you have received an invite to join a worksite you can accept to join via the email you received or through the [my.CareConnect](#) Portal
- If you have not received an invite to join a worksite you can search for your worksite by the Worksite ID provided by your Site Admin or by the worksite address
- If your worksite does not exist register it through the Worksite Registration Form



### 3. Complete CareConnect Enrollment Requirements

Open the Application Access module, complete the Privacy and Security course, digitally sign the HPCAA and complete the Request CareConnect Access Form



### 4. Authorize users to work on your behalf

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

Note: An Authorizer must have CareConnect access before Authorizing an On-Behalf-Of user.



### 5. Access the CareConnect eHealth Viewer for Direct Patient Care

Once all requirements are submitted, your application will be processed in 3-5 business days. You will receive an email with instructions on how to access CareConnect once approved.