![CareConnect logo]

CARECONNECT QUICK START GUIDE
Site Administrator

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 for registering a worksite in the my.CareConnect enrolment portal. Typically, the lead healthcare provider, office manager or admin staff is designated as the site administrator. This role is responsible for inviting staff members to join a worksite and revoke access as needed. They can also promote multiple worksite members to become Site Administrators if needed. This role can be strictly administrative (Steps 1-3), but this user can complete Steps 4-6 if they require CareConnect access to support direct patient care. For detailed instructions and screenshots, refer to How to Register a Worksite as a Site Administrator *guide.*

REGISTRATION STEPS

1. Verify your identity using the BC Services Card App

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.

2. Register your worksite

Once you log in, complete the account registration form. Open the Worksite Access module and search for your clinic address. You will be prompted to create a new worksite if it has not been registered yet. See Section 2 of How to Register a Worksite as a Site Administrator for detailed steps.

3. Invite users to join your worksite

As the group/site administrator, you can invite team members to join your existing worksite by opening the Worksite Access module and entering their email. Alternatively, you can provide users with the Worksite ID, which they can use to join your worksite. See Section 3 of How to Register a Worksite as a Site Administrator for detailed steps.

4. Complete Privacy & Security Requirements

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.

5. Register as an individual user

To register for individual user access, open the Application Access module and submit the CareConnect Enrollment Form. Refer to the profession-specific guides for detailed steps and additional functions:

- If you are a Physician, Nurse Practitioner or Registered Nurse, refer to the Authorizer How To Guide.
- If you are an MOA, refer to the On-Behalf-Of How To Guide.
- If you are a Pharmacist, Resident, LPN, RPN or Social Worker, refer to the Independent How To Guide.

6. Access the CareConnect eHealth Viewer for Direct Patient Care

Once all requirements are submitted, your application will be processed in approximately 7 – 10 business days. You will receive an email with further instructions once your access is approved.

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For more information, visit the CareConnect Website, Frequently Asked Questions page