







# CARECONNECT QUICK START GUIDE

## On-Behalf-Of User

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 will outline the steps involved in requesting CareConnect access as an On-Behalf-Of user. Certain users (e.g. MOAs) must be granted permission by an Authorizer (Physician or Nurse Practitioner) prior to being granted access to CareConnect. A sponsored On-Behalf-Of user can see the same patient information as the Authorizer. For detailed instructions and screenshots, refer to the [How to Apply for CareConnect As An On-Behalf-Of User](#) guide or follow the high-level steps outlined below.*

### Registration Steps

	<p><b>1. Verify your identity using the BC Services Card App</b></p> <p>In order to register for CareConnect access, you must validate your identity using your BC Services Card. All users must download the <a href="#">BC Services Card App</a> and complete a video validation with a Services BC agent. Refer to <a href="#">How to Validate Your Identity using the BC Services Card app</a> guide for detailed steps..</p>
	<p><b>2. Create or join a worksite</b></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 isn't registered yet, see <a href="#">How to Register a Worksite as a Site Administrator</a>.</p>
	<p><b>3. Request Sponsorship from an Authorizer</b></p> <p>Open the Worksite Access module and select My Sponsors tab. Click on +Request Sponsorship and select the relevant Authorizer. See Section 3 of <a href="#">How to Apply for CareConnect As An On-Behalf-Of User</a></p>
	<p><b>4. Complete Privacy &amp; Security Requirements</b></p> <p>Prior to being approved for access, you must complete a short Privacy &amp; Security course about protecting the sensitive patient information available eHealth Viewer. See the <a href="#">How To Complete CareConnect Privacy &amp; Security Requirements</a> guide. Note: MOAs are not required to complete Healthcare Provider CareConnect Access Agreement.</p>
	<p><b>5. Register as an Individual user</b></p> <p>Once your sponsorship has been approved, you may now register for individual user access by opening the Application Access module and submitting CareConnect Enrollment Form. See Section 4 of the <a href="#">How to Apply for CareConnect As An On-Behalf-Of User</a>.</p>
	<p><b>6. Access the CareConnect eHealth Viewer for Direct Patient Care</b></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>