

# CARECONNECT INFORMATION GUIDE - Group/ 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 what a Group/ Site Administrator is and what their responsibilities are in the worksite. Typically, the lead healthcare provider, office manager or admin staff is the Group/ Site Administrator, however, anyone registered in the my.CareConnect Portal can be designated a Group/Site Administrator. This role can be strictly administrative if the Group/ Site Administrator does not require CareConnect access.*



## 1. Becoming a Group/Site Administrator

Users who create a worksite are set by default to be the Group/Site Administrator

Group/Site Administrators can assign new/additional Group/Site Administrators on the Active Members tab of the worksite

- Manage Users
- Promote to Admin



## 2. Removing a Group/ Site Administrator

You cannot remove yourself as a Group/Site Administrator, another Group/Site Administrator must remove you.



## 3. Invite New Users to Join a Worksite

Group/ Site Administrators can invite new worksite members to join their worksite from the Invite Members tab.

Remember to use the email address your worksite members have used or will use when they registered for my.CareConnect.



## 4. Approve Users to Join a Worksite

Group/ Site Administrators will receive an email when users request to join their worksite. Requests can be approved via the email or from within the my.CareConnect Portal.



## 5. Inactivate/ Reactivate/ Remove Worksite Users

Users who are going on leave, but not permanently leaving the worksite can be inactivated when they leave and reactivate them when they return.

Users who are permanently leaving a worksite must be inactivated and then removed from the worksite. Private.CareConnect@phsa.ca must also be notified if a user has left a worksite.