Provincial Health Services Authority

Onboarding Primary Care Provider(PCPs) into Immunization Entry eForm

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This presentation has been designed to support people who do not directly fall into a Health Authority gaining access to Immunization Entry eForm including Primary Care Providers(PCPs)

PCP PROCESS

- Complete Training
- Provider Identification Portal (PidP) Enrolment
- eForm Enrolment – Unlicensed Practitioner

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To get your account set-up within Immunization Entry eForm there are three key steps you need to take.

Training	PidP Enrollment to eForm Licensed Practitioner	eForm Enrollment Unlicensed Practitioner
• Watch video	• Validate your College License ID	• Email provincial eForm team to obtain access to Immunization eForm

Already enrolled? Skip to slide20

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Step 1: Complete Training

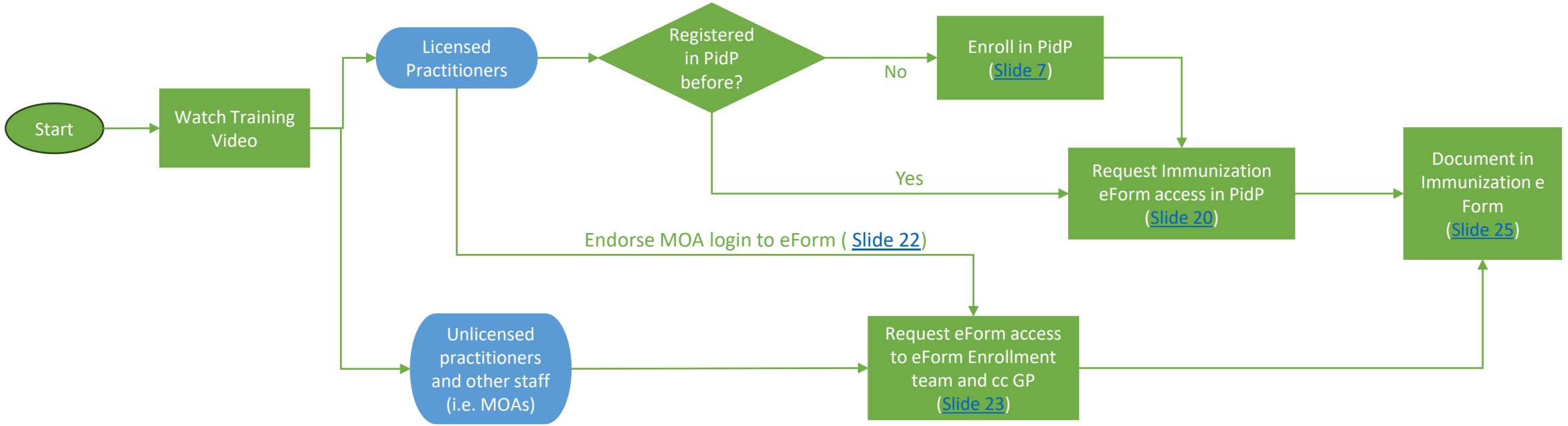
Immunization Entry eForm training is self-directed using online videos.

There are videos listed below that you must watch before requesting access to the Immunization Entry eForm. Please click on the links below to watch the required videos.

- eForms For Primary Care Providers – Overview (4 mins)
- eForms for Primary Care Providers - Client Search (2 mins)

Note: If there are any data issues, the Provincial Public Health Information Systems (PPHIS) team will contact your clinic/facility directly.

Primary Care Provider (PCP) Enrollment Workflow



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Step 2- PidP Enrollment- Licensed Practitioner

Unlicensed practitioners and other staff (i.e. MOAs) please skip to Step 3

Step 2- PidP Enrollment

2.1 Logging onto the OneHealthID Portal for the first time

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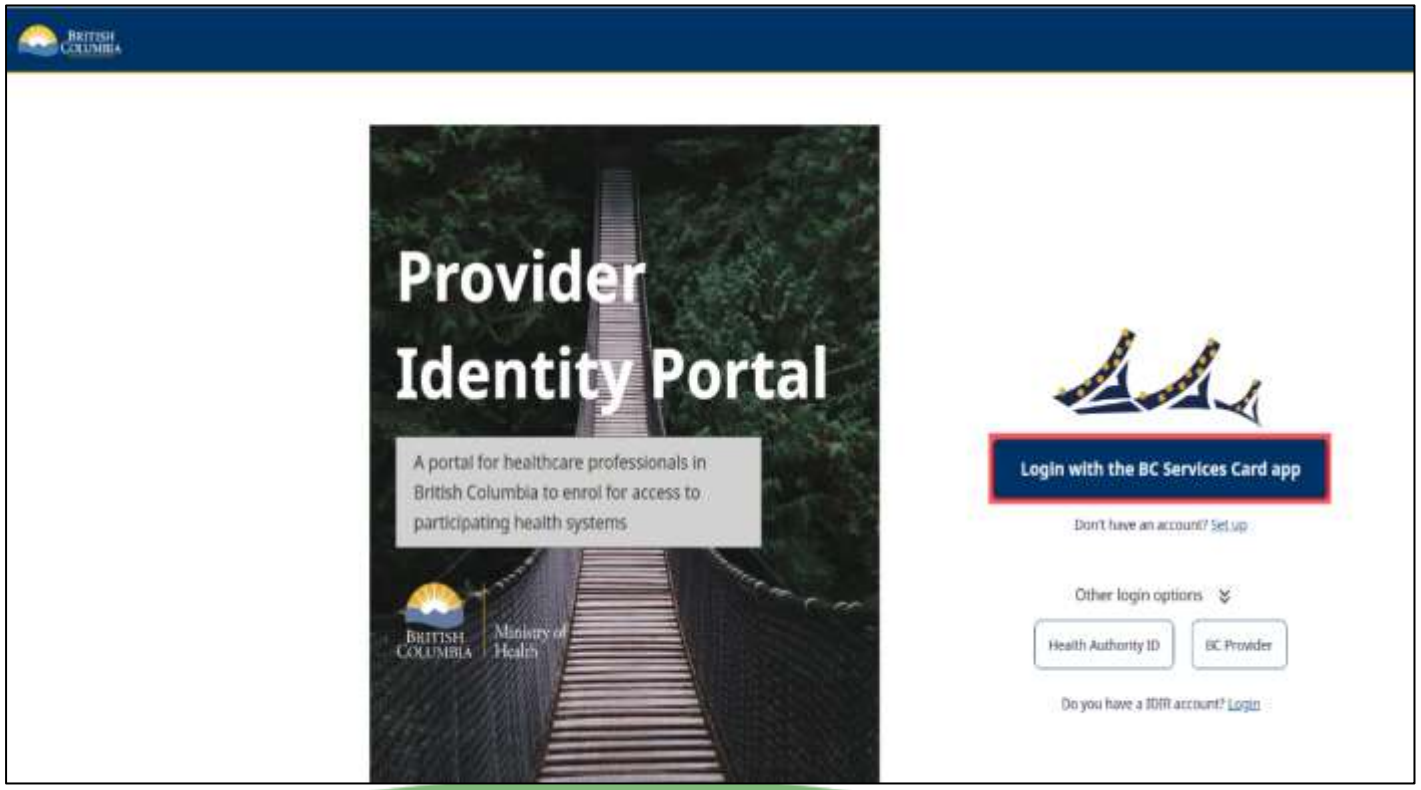


Already enrolled? Skip to slide 20

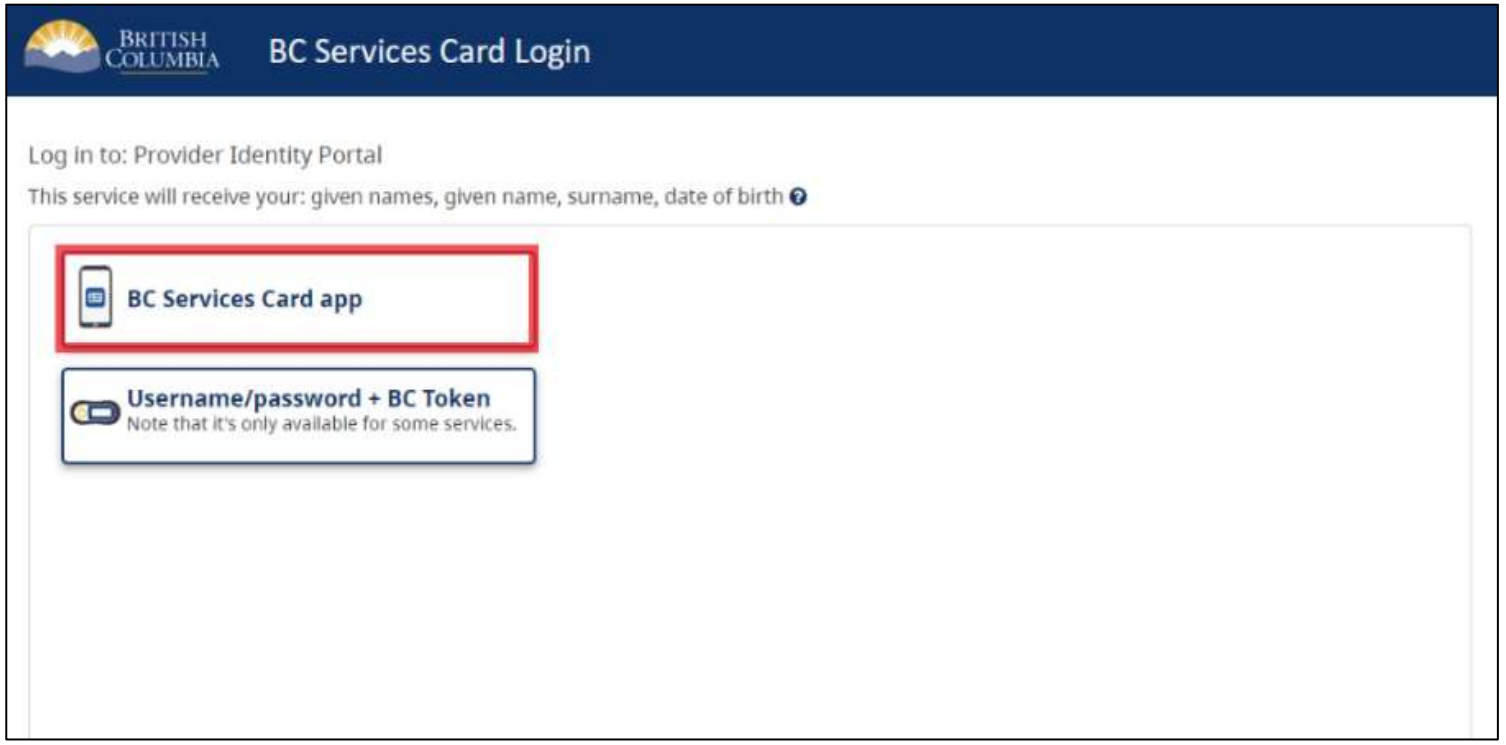
- Begin by navigating to https://healthprovideridentityportal.gov.bc.ca.
  Note: Now is also a great time to bookmark the website for ease of access in the future!
- On the landing page, select *Login with the BC Services Card app*. To download the app click here: https://www2.gov.bc.ca/gov/content/governments/government-id/bcservicescardapp/download-app

Support for PidP Enrollment: amsspoc.vic@cgi.com or 250-857-1969

2.2 Collection of personal information notification

Click confirm to continue.

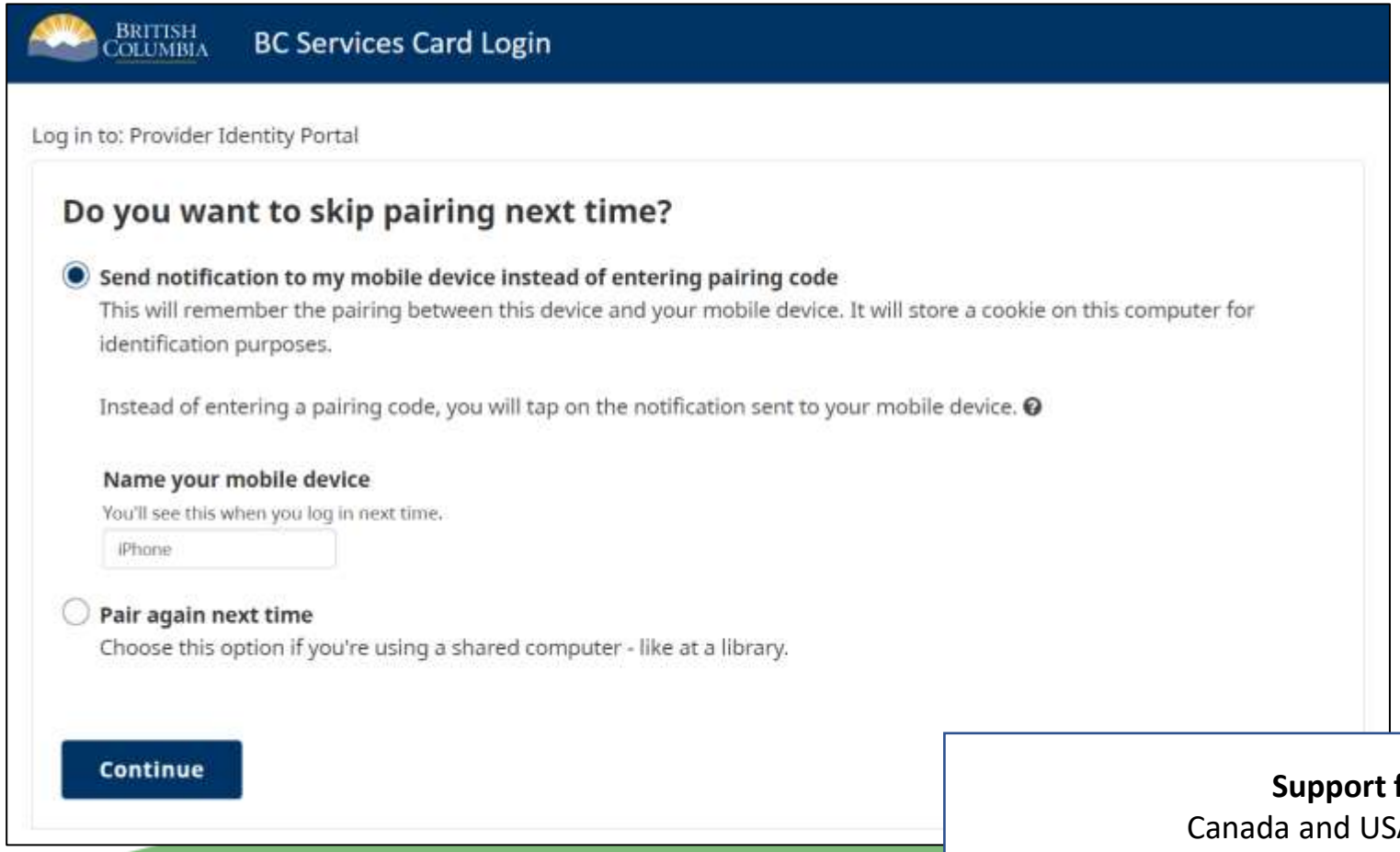
2.3 From the list of options, select *BC Services Card app*



- A Pairing Code will display on the screen. Enter this code into the BC Services Card app to finish logging in.
- Note: Instructions on how to enter the Pairing Code into the BC Services Card app can be found by scrolling down on the same webpage as the code (shown above).

Support for BC Service Card:
Canada and USA toll free: 1-888-356-2741
Lower Mainland or outside Canada and USA: 604-660-2355

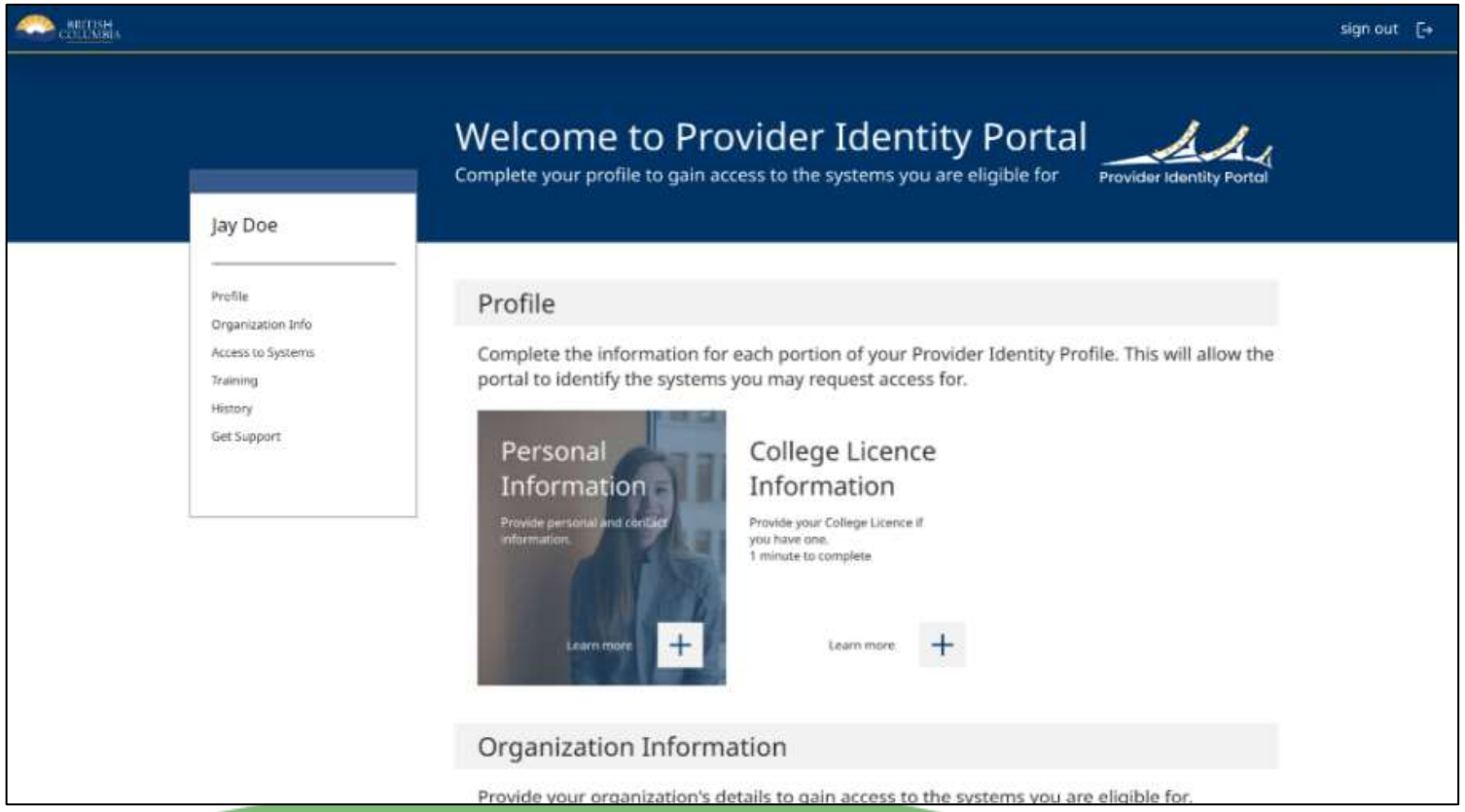
2.4 Pairing Option



- A screen may appear asking if you'd like to skip this step the next time you connect.
- If you would like to skip the pairing process each time you connect, you can select the first option and provide a nickname for your mobile device.

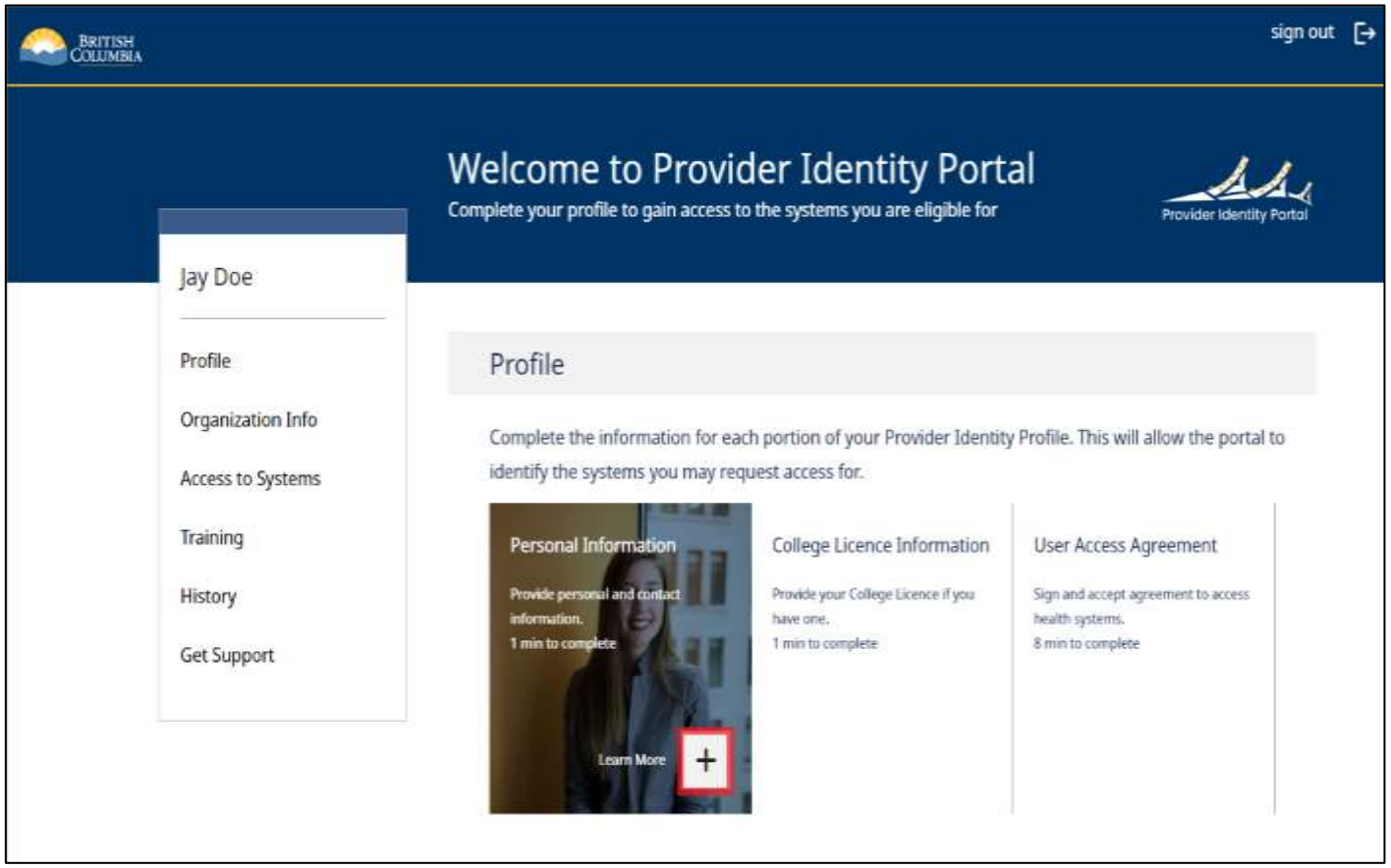
Support for BC Service Card:
Canada and USA toll free: 1-888-356-2741
Lower Mainland or outside Canada and USA: 604-660-2355

2.5 When login is completed, the main landing page for the OneHealthID Portal will display



Note: If you have already accessed the OneHealthID portal(PidP Portal) in the past, some steps may show as completed already. When this occurs, simply proceed to the next step.

2.6 Provide Contact Details



- The first step a user must complete after logging onto the portal is providing their contact details.
- On the portal dashboard, click the + button on the Personal Information tile.

2.7 Provide a contact Email and Phone Number

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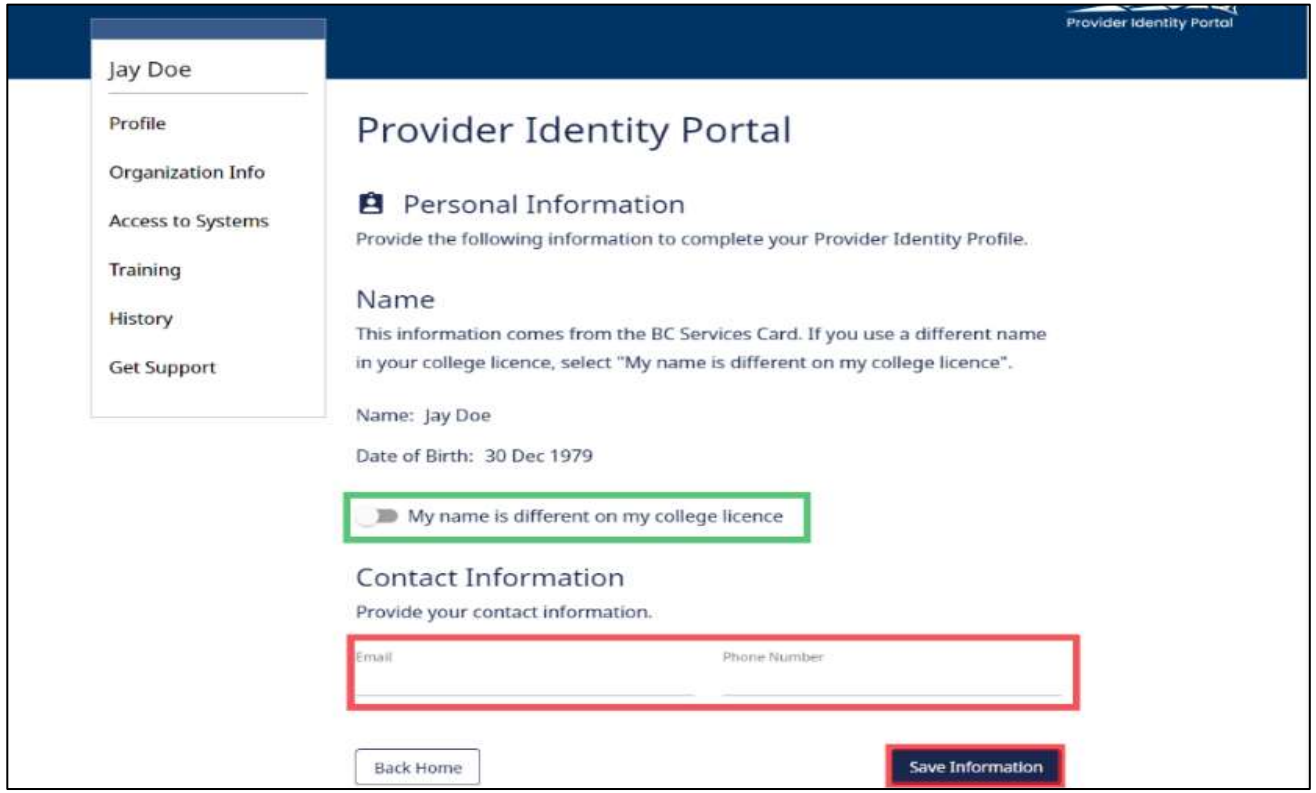
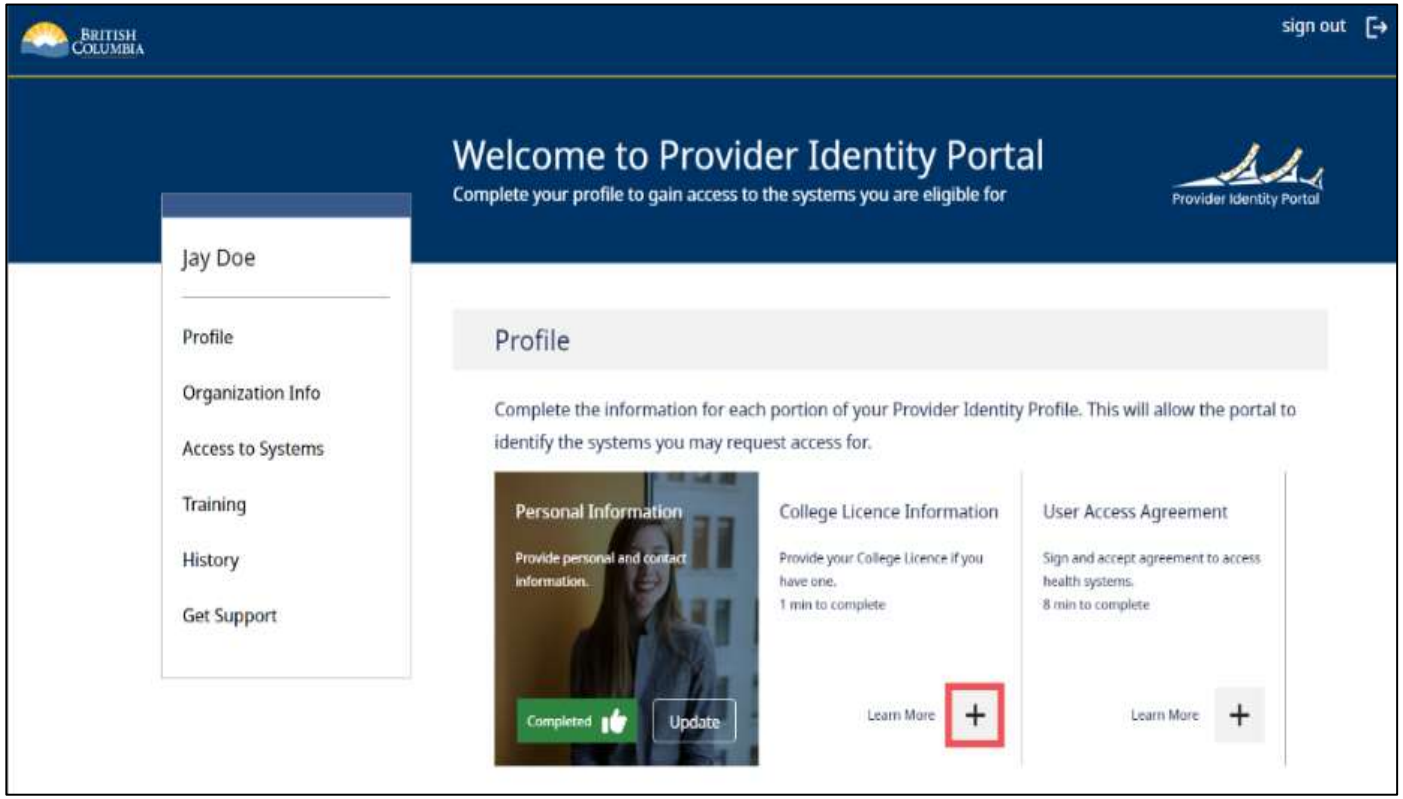


- Review the information displayed to ensure it is correct and provide a contact Email and Phone Number.
- You can also indicate whether your name is different on your college license, and provide that information if required.
- Click the Save Information button to save and return to the portal dashboard.

2.8 Provide College Licence

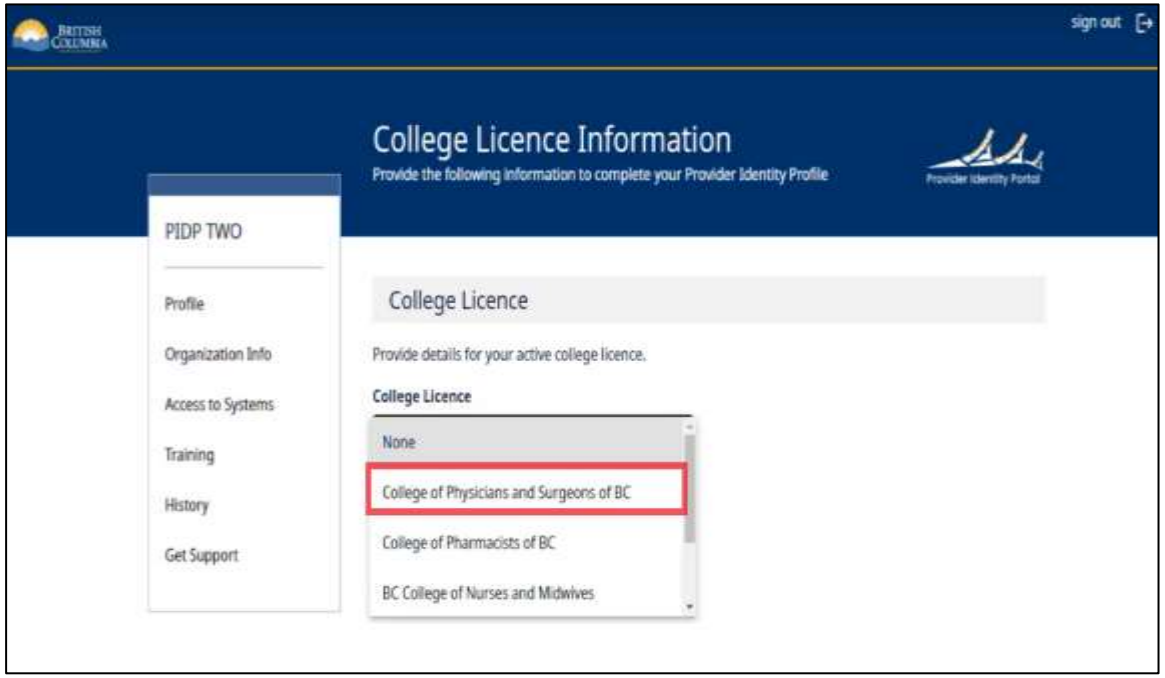


On the home page, click the + button on the College License Information tile

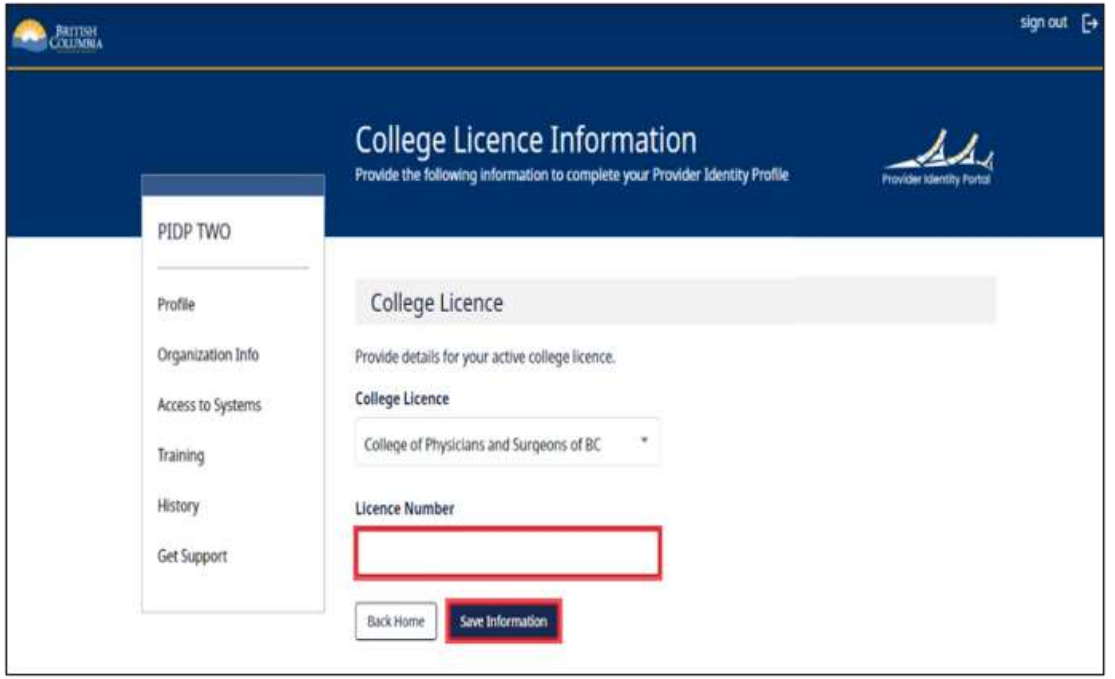
Once you have provided your contact information, the next step is to provide your college license and agree to the user access agreement.

2.8 Provide College License Information

Click the College License drop-down list

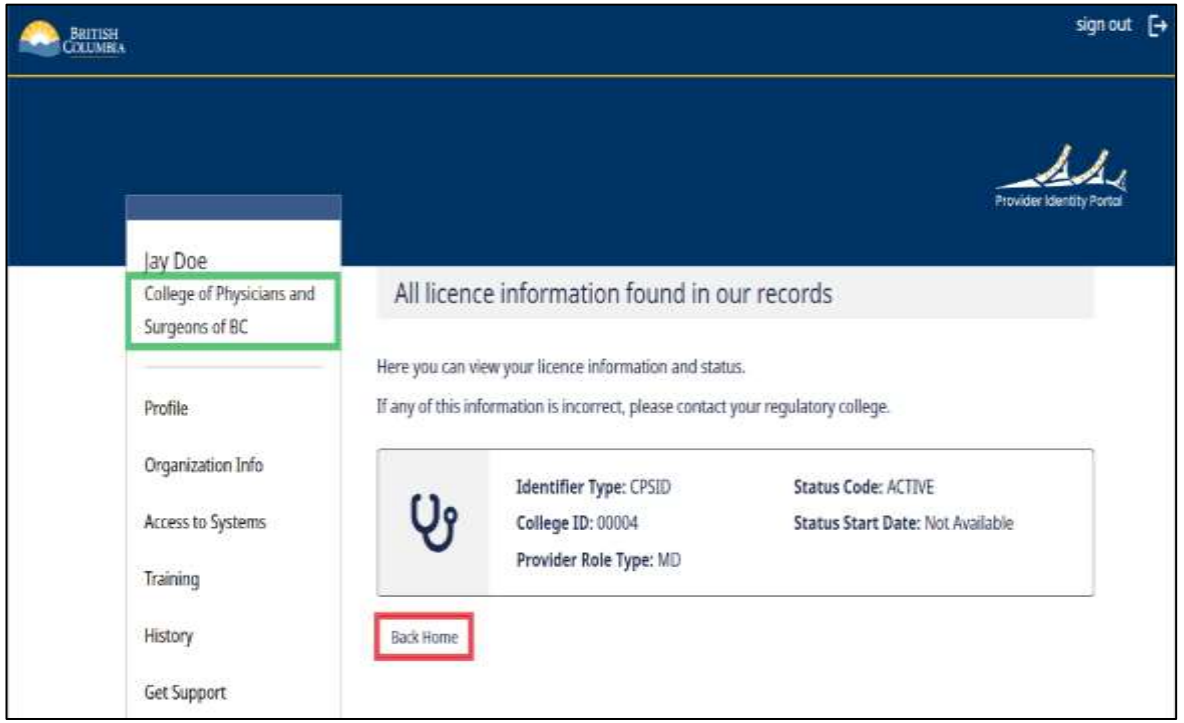


Select the correct college license from the College License drop-down list.



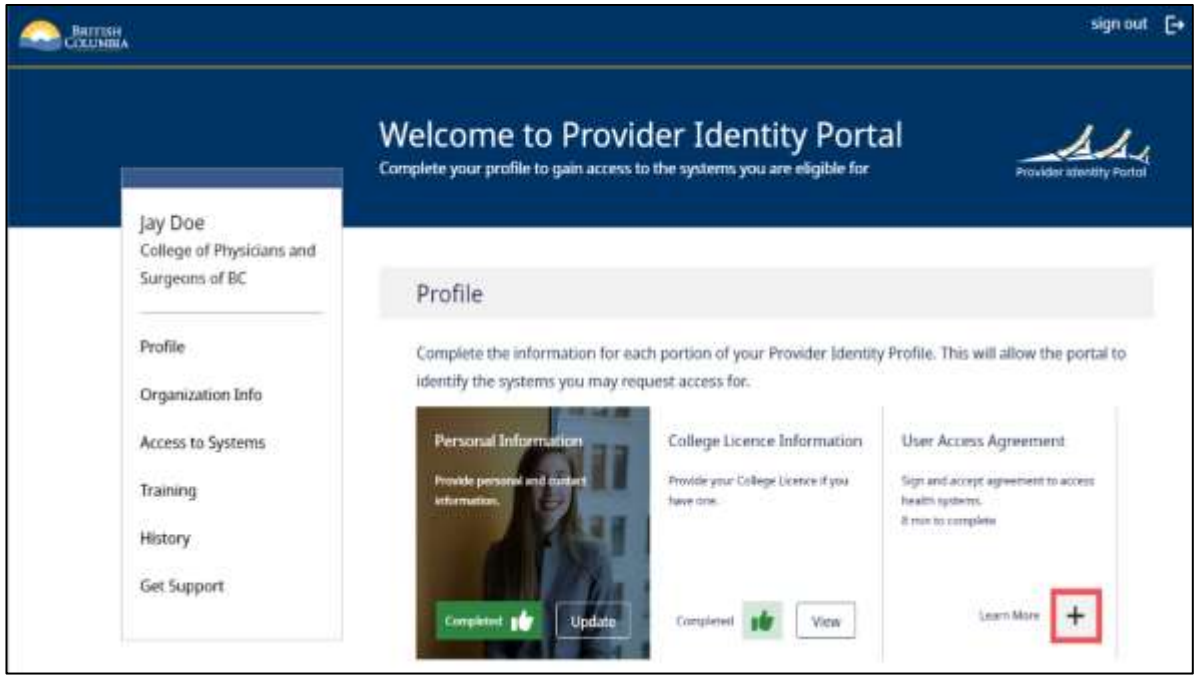
In the College License field, enter your license number and then click save Information button.

2.8.1 Provide College License Information



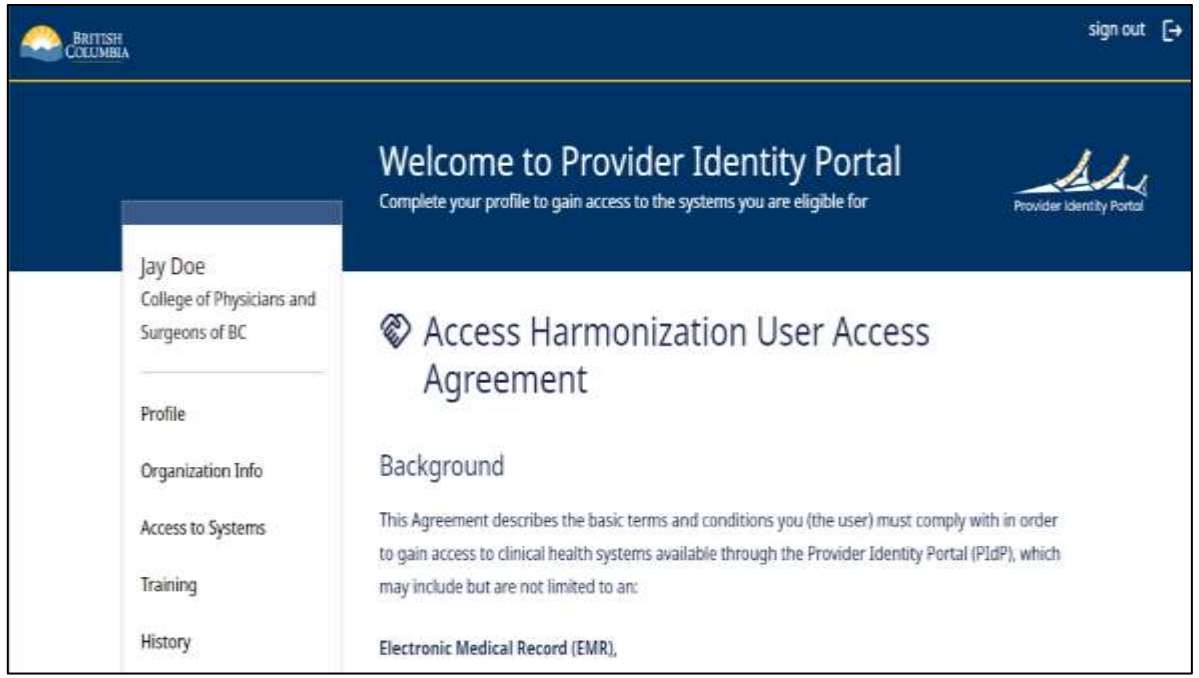
The license information will display on the screen, as well as under your name on the left-hand side. Click the Back Home button to return to the portal dashboard.

2.9 User Access Agreement



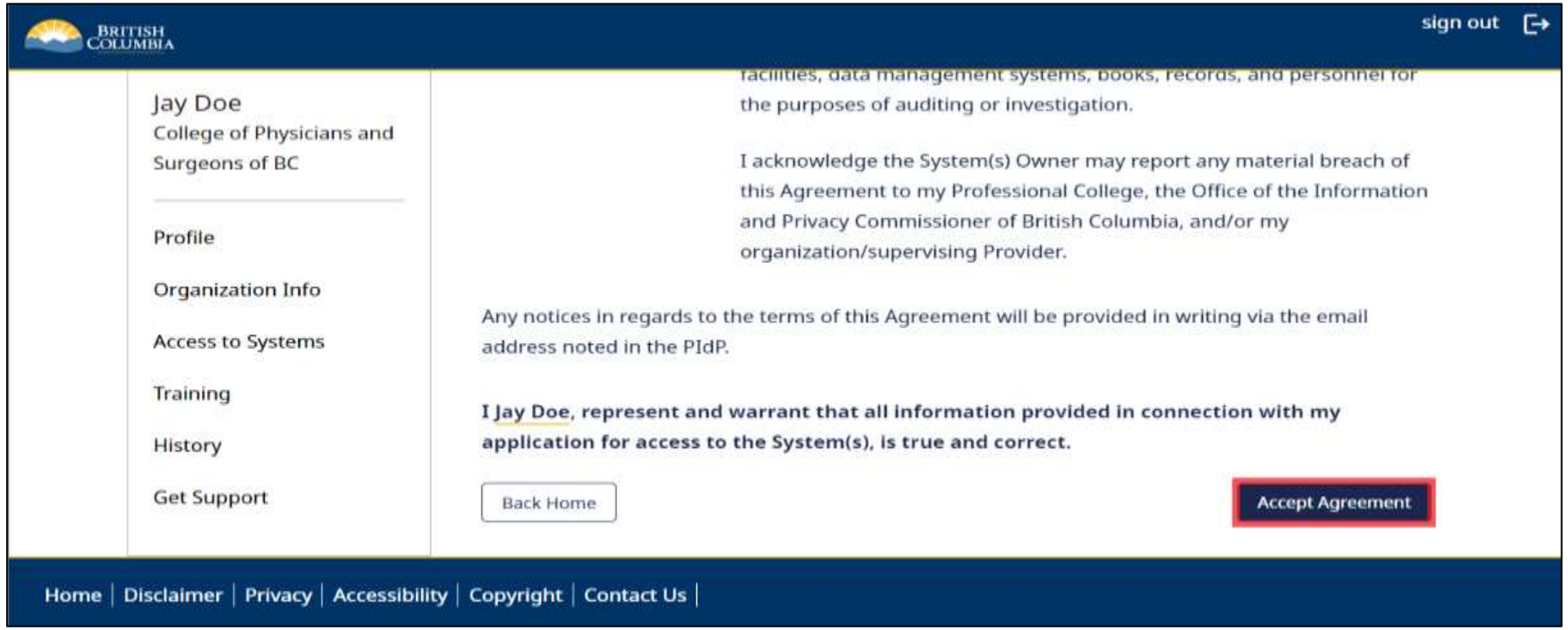
Finally, you need to agree to the user access agreement.

Click the + icon on the User Access Agreement tile.



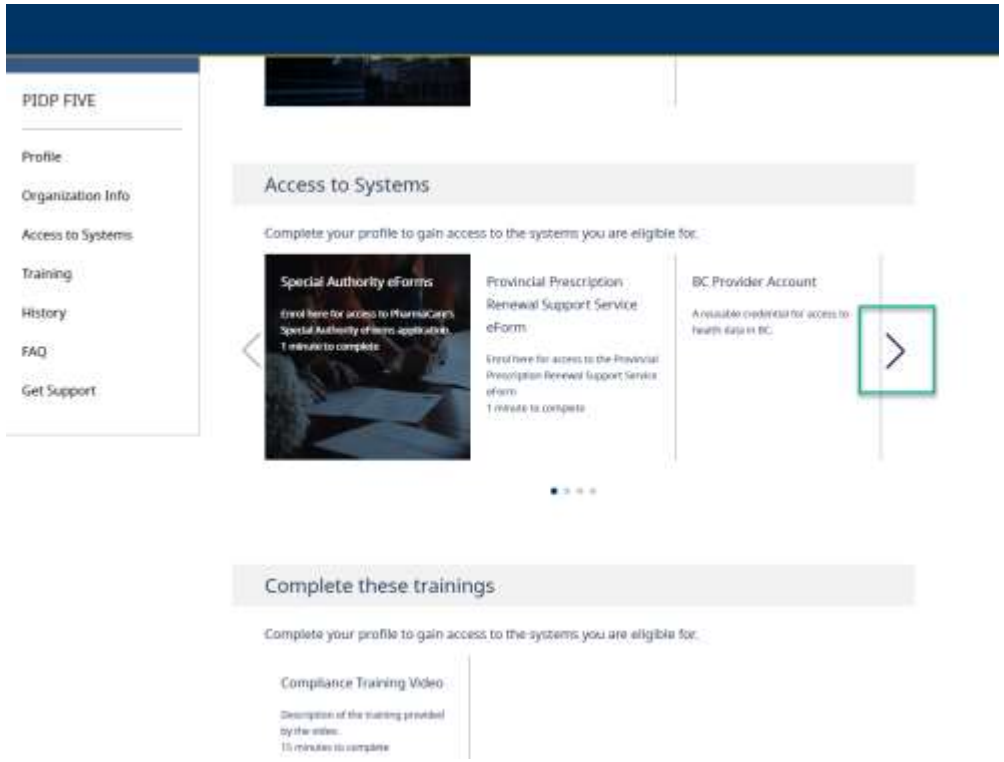
The User Access Agreement page will display. Take some time to scroll and read through the agreement.

2.9 User Access Agreement

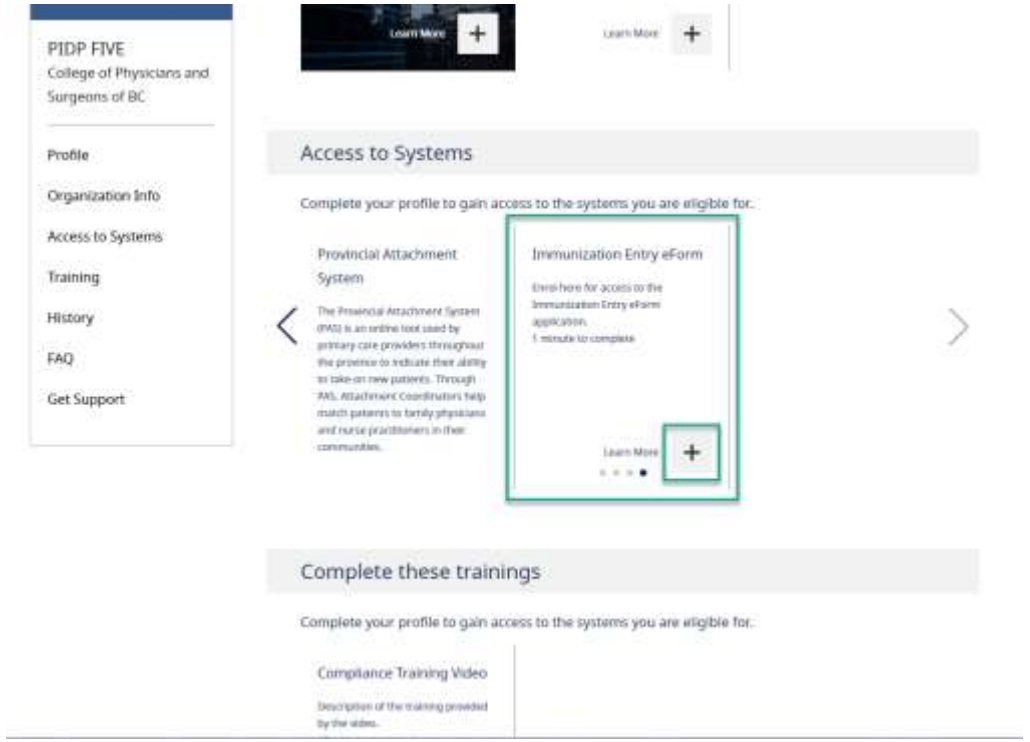


When you have finished reading the agreement, click the Accept Agreement button, then click "Back home" button to go to the home page

2.10 Enroll to Immunization Entry eForm

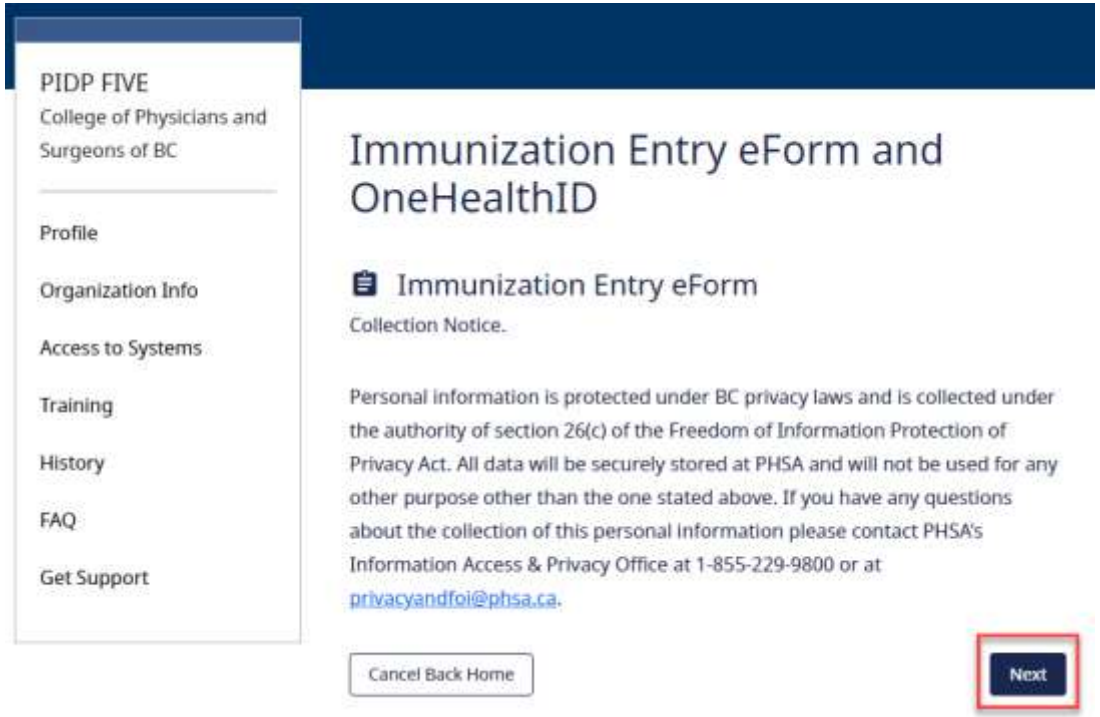


On the home page, scroll down to the "Access to System" section, then click on the right side arrow to find the "Immunization Entry eForm" tile

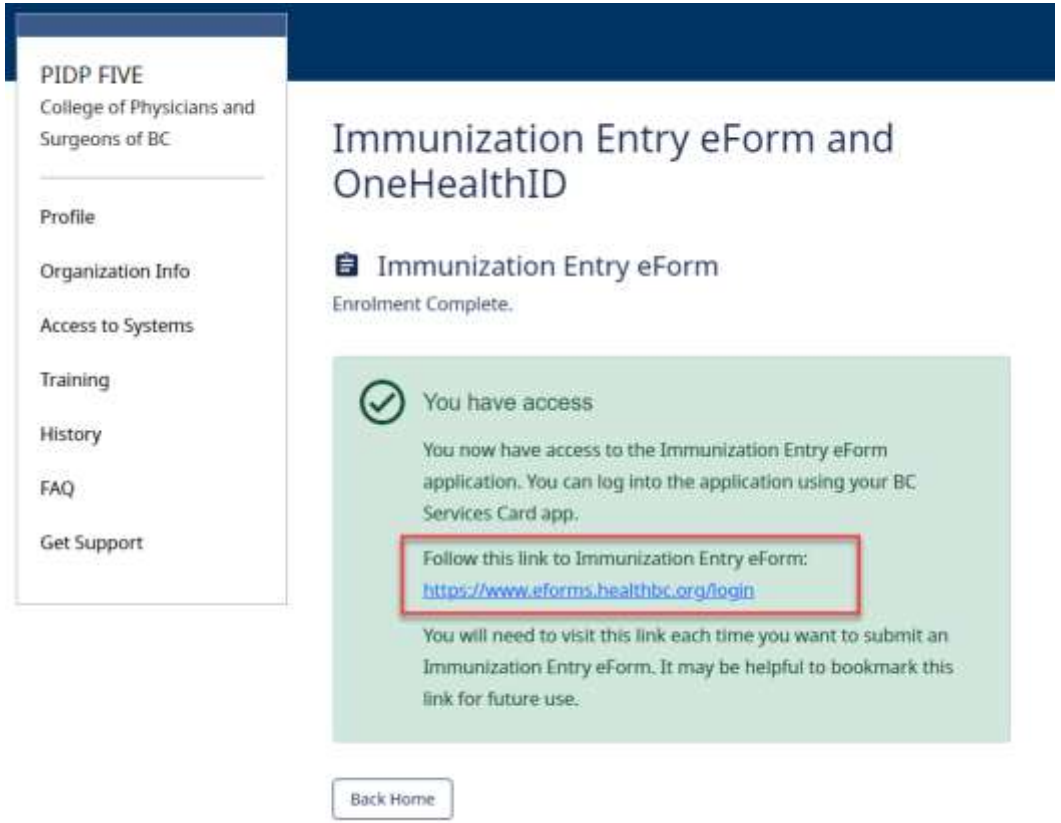


click the + button on the "Immunization Entry eForm" tile

2.10 Enroll to Immunization Entry eForm



After read through the "Collection Notice", click "Next" button to continue



Congratulations! You are now enrolled in "Immunization Entry eForm". Click the eForm link to start using the form.

2.11 Endorse unlicensed practitioner from your clinic/facility to access eForm

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After the unlicensed practitioner from your clinic/facility contacts the eForm enrollment team, please respond to the email confirming your approval for their access.

Step 3: Unlicensed Practitioner or Other Staff(i.e. MOA) eForm Enrollment

Unlicensed Practitioner or Other Staff enrollment requests can be submitted either individually or as a group to the eForms enrollment inbox at eFormsEnrolment@phsa.ca.

Please make sure you copy your endorser from your clinic/facility to approve your access

Note: You will need to have your BC service card set up to login to eForm

Email Template

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Subject: Request for Immunization Entry eForms Access-PCP

Attachment (ONLY use the spreadsheet attached if you want to request for multiple people)

eForm PCP MOA Enrollment Spreadsheet

CC: *CC your endorser*

Dr. xxx (your endorser) already enrolled in the Provider Identity Portal. Please see my information below/attached. Please grant me access to the Immunization Entry eForm with Dr.xxxx's approval(your endorser).

First Name:

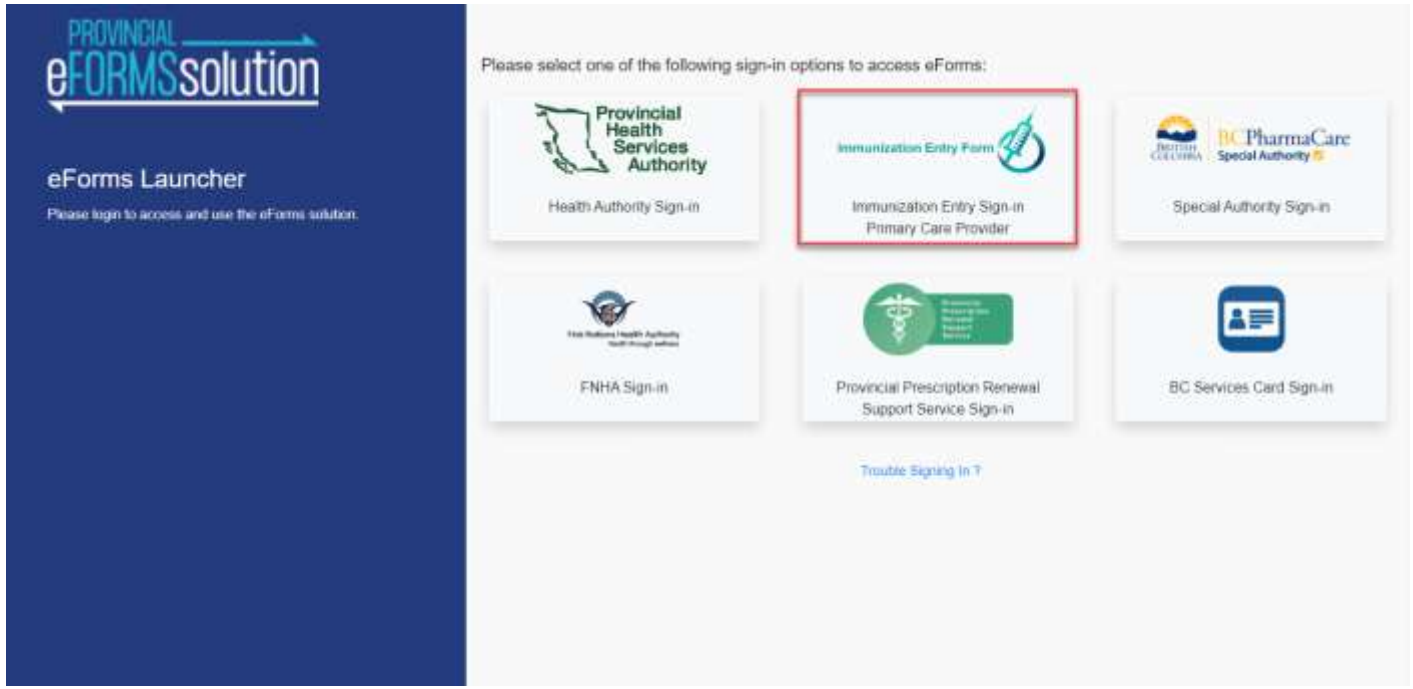
Last Name:

Name of facility, Position:

Email Address (Same as BC Service Card):

Phone Number:

Immunization Entry eForm Login



- After you finished your enrollment, please login to eForm via:

https://www.eforms.healthbc.org/login

Click on the " Immunization Entry Sign-in Primary Care Provider" tile

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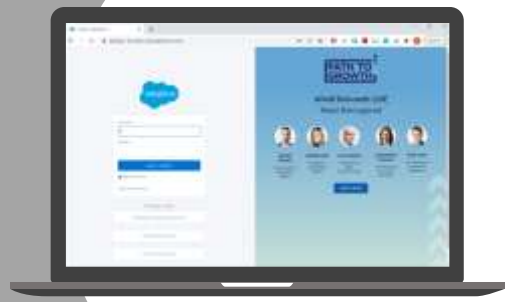
If you have any questions related to the eForm enrollment process or use of eForms, please reach out to the Provincial eForms Team

Regular Hours	**Mon-Fri, 8am-4pm**
Email	**eFormsEnrolment@phsa.ca**
After Hour Urgent Support	**Mon-Fri, 4pm-7pm** **Wknd/Stat, 8am-7pm** **Phone: +1604 877 2159**