

# Onboarding Primary Care Provider(PCPs) into Immunization Entry eForm

*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



Provincial Health  
Services Authority

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

### Training

- Watch video

### PidP Enrollment to eForm Licensed Practitioner

- Validate your College License ID

### eForm Enrollment Unlicensed Practitioner

- Email provincial eForm team to obtain access to Immunization eForm

Already enrolled?  
Skip to [slide20](#)

# Step 1: Complete Training

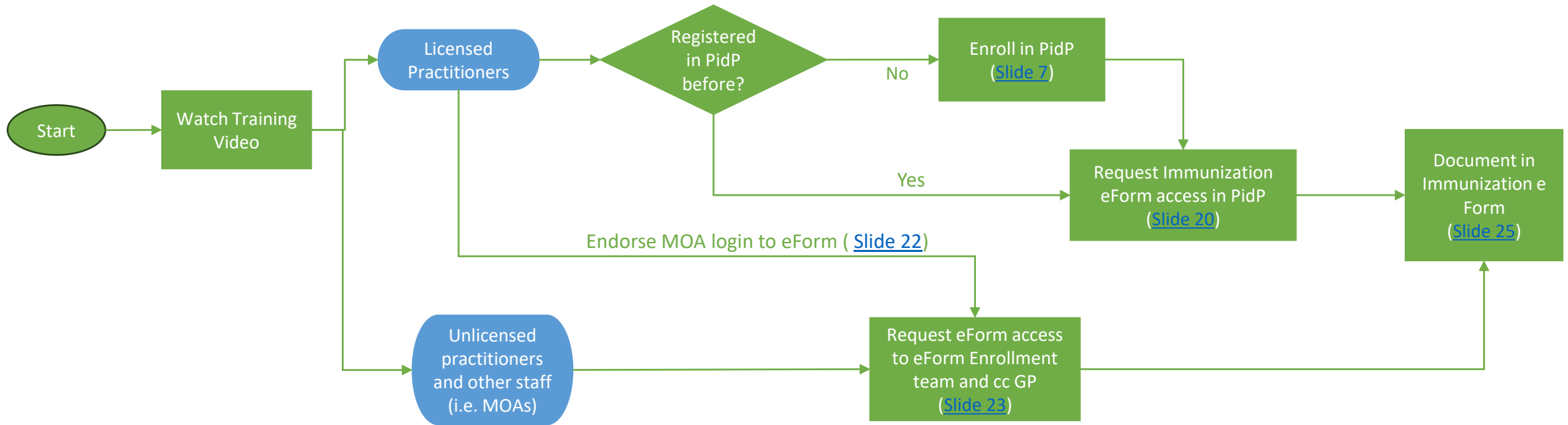
Immunization Entry eForm training is self-directed using online videos.

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.

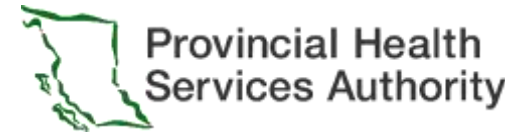
# Primary Care Provider (PCP) Enrollment Workflow



## Step 2- PidP Enrollment- Licensed Practitioner

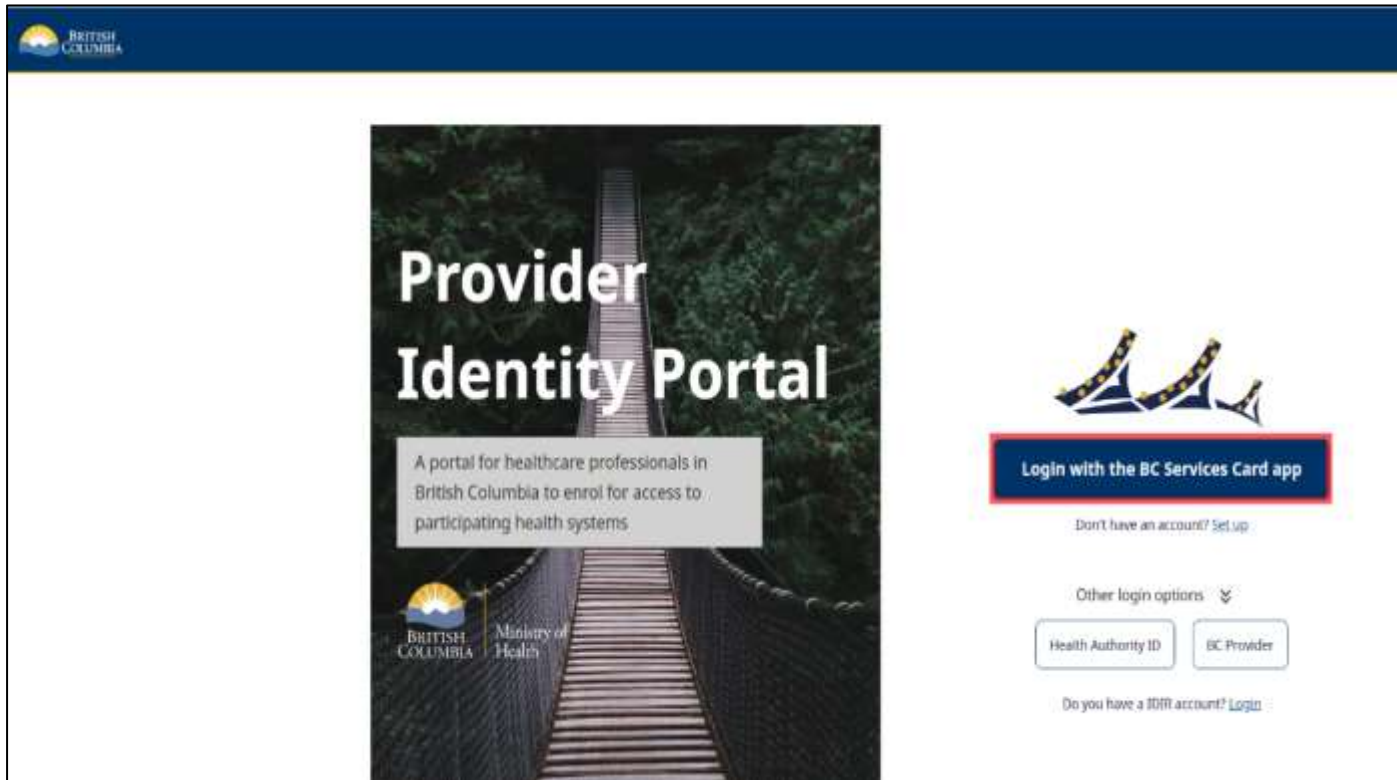
*Unlicensed practitioners and other staff (i.e. MOAs)  
please skip to Step 3*

# Step 2- PidP Enrollment



## 2.1 Logging onto the OneHealthID Portal for the first time

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](mailto:amsspoc.vic@cgi.com) or 250-857-1969



## 2.2 Collection of personal information notification

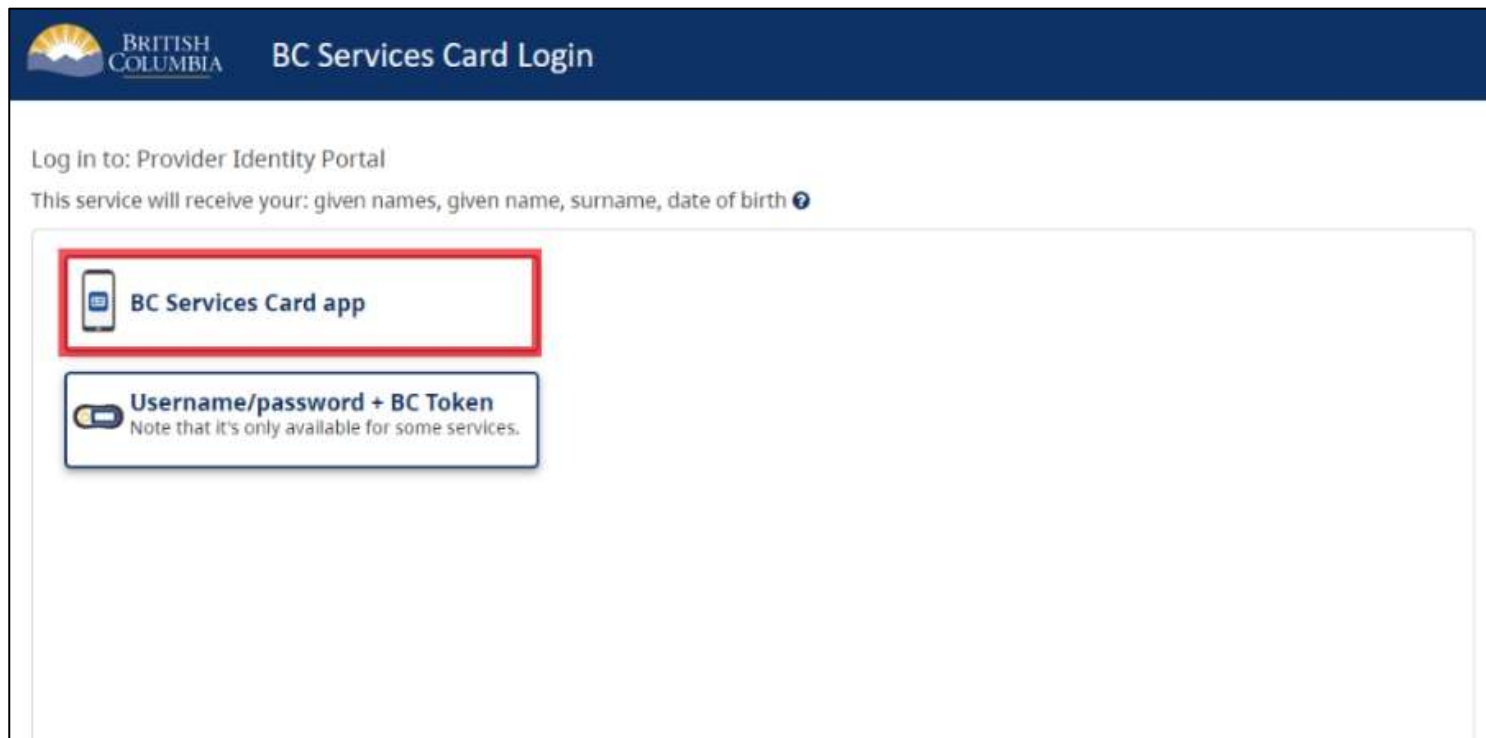
 **Collection Notice**

The OneHealthID Service collects personal information for the purposes of verification and access to participating health systems. This is collected by the Ministry of Health under sections 26(c) and 27(1)(b) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, contact the OneHealthID Service desk:

- By email at [provideridentityportal@gov.bc.ca](mailto:provideridentityportal@gov.bc.ca)
- By phone at [250-857-1969](tel:250-857-1969)

Click confirm to continue.

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



BRITISH COLUMBIA BC Services Card Login

Log in to: Provider Identity Portal

This service will receive your: given names, given name, surname, date of birth ⓘ

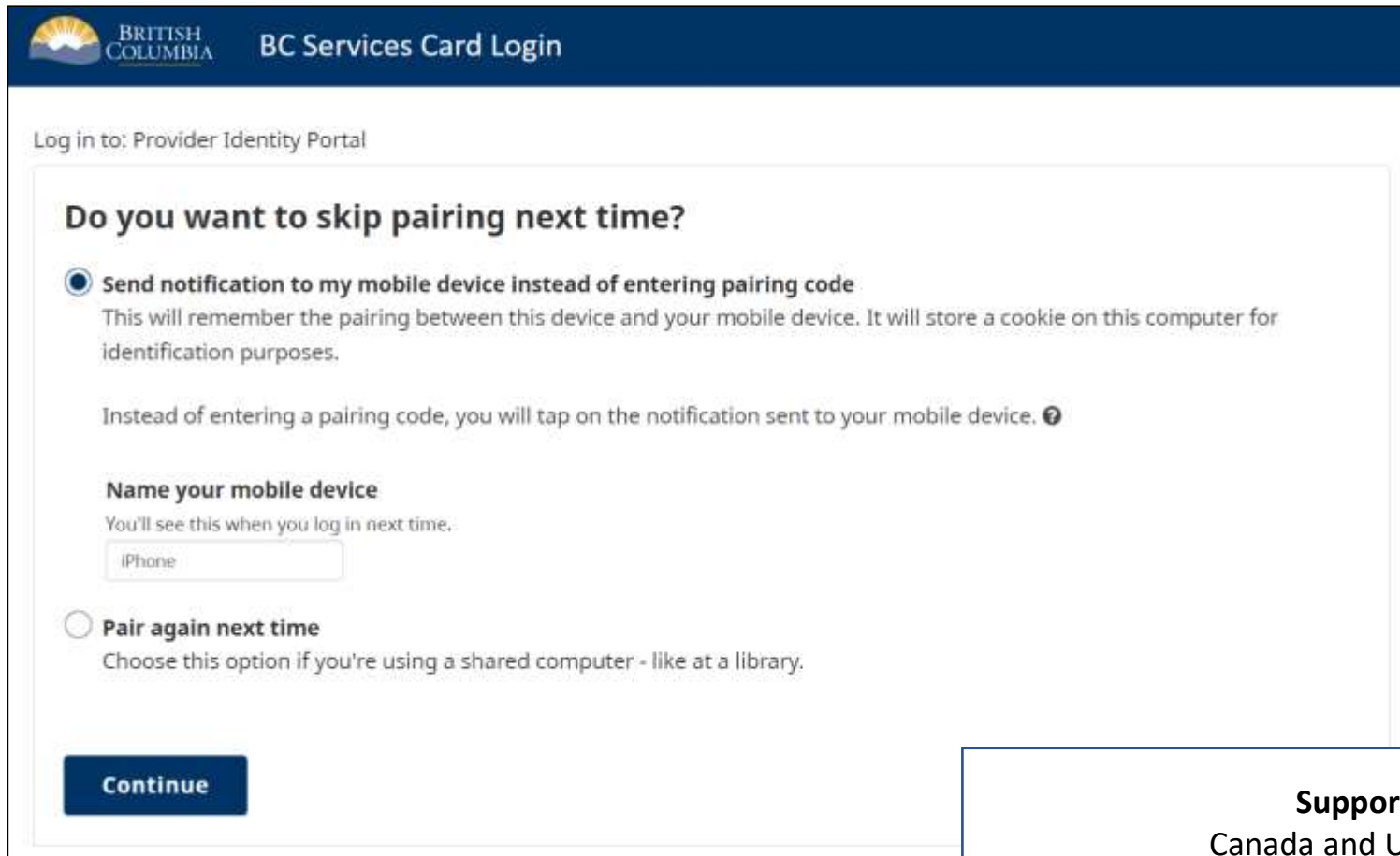
BC Services Card app

Username/password + BC Token  
Note that it's only available for some services.

- 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



BRITISH COLUMBIA BC Services Card Login

Log in to: Provider Identity Portal

**Do you want to skip pairing next time?**

**Send notification to my mobile device instead of entering pairing code**  
This will remember the pairing between this device and your mobile device. It will store a cookie on this computer for identification purposes.

Instead of entering a pairing code, you will tap on the notification sent to your mobile device. ?

**Name your mobile device**  
You'll see this when you log in next time.

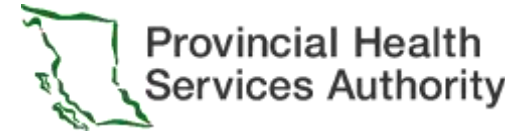
**Pair again next time**  
Choose this option if you're using a shared computer - like at a library.

**Continue**

- 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

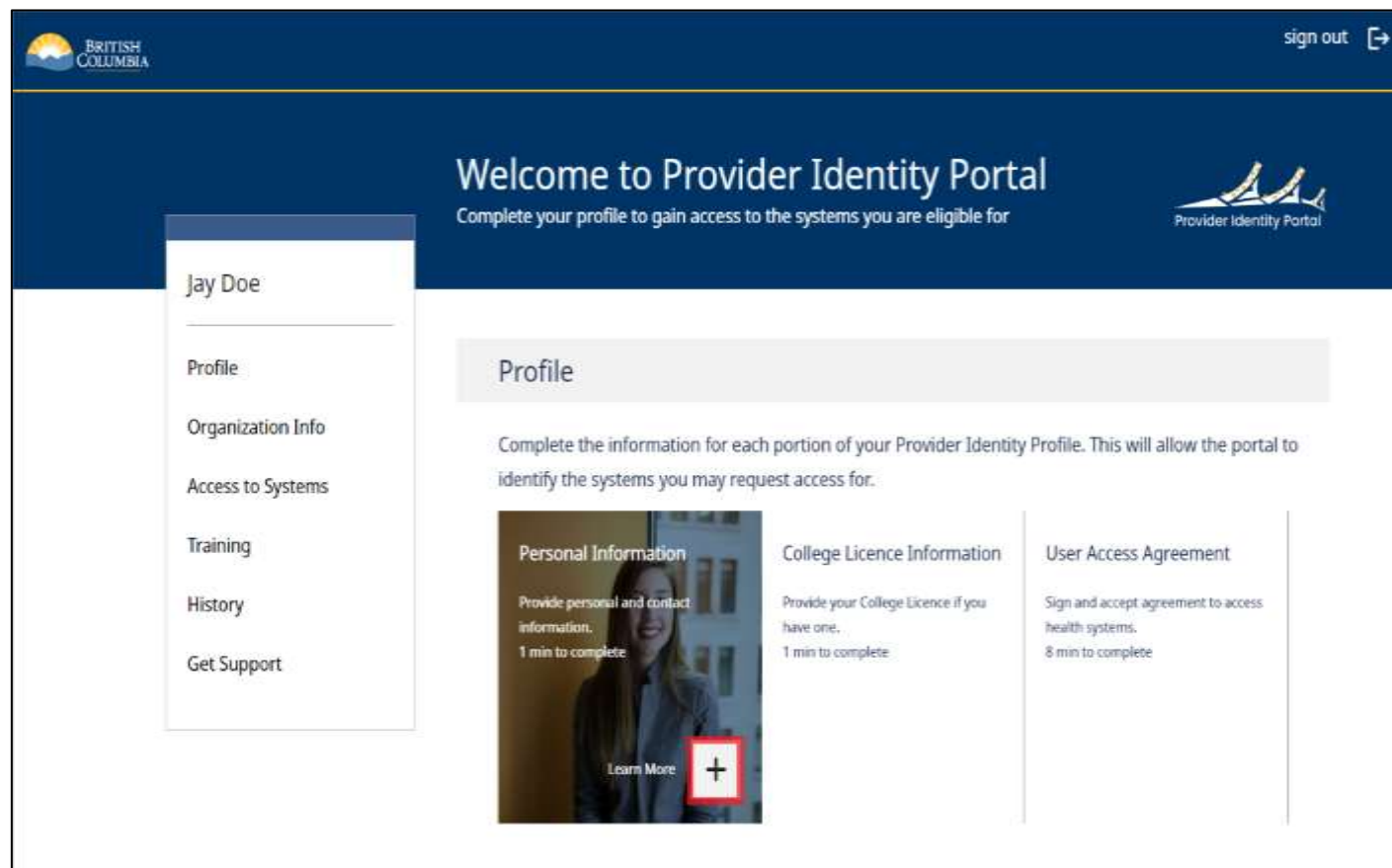
## 2.5 When login is completed, the main landing page for the OneHealthID Portal will display



A screenshot of the Provider Identity Portal landing page. The page has a dark blue header with the British Columbia logo on the left and a "sign out" button on the right. The main content area is white. At the top, it says "Welcome to Provider Identity Portal" and "Complete your profile to gain access to the systems you are eligible for". Below this is a navigation menu for "Jay Doe" with options: Profile, Organization Info, Access to Systems, Training, History, and Get Support. The main content is divided into sections: "Profile" with a sub-header "Complete the information for each portion of your Provider Identity Profile. This will allow the portal to identify the systems you may request access for." Below this are two cards: "Personal Information" (with a photo of a woman and the text "Provide personal and contact information.") and "College Licence Information" (with the text "Provide your College Licence if you have one. 1 minute to complete."). Both cards have a "Learn more" link and a plus sign icon. Below these is the "Organization Information" section with the sub-header "Provide your organization's details to gain access to the systems you are eligible for."

**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

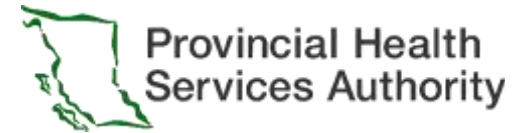


The screenshot shows the 'Provider Identity Portal' dashboard. At the top left is the 'BRITISH COLUMBIA' logo. At the top right is a 'sign out' link with an external icon. The main header area contains the text 'Welcome to Provider Identity Portal' and 'Complete your profile to gain access to the systems you are eligible for'. On the left is a navigation menu with the user name 'Jay Doe' at the top, followed by 'Profile', 'Organization Info', 'Access to Systems', 'Training', 'History', and 'Get Support'. The main content area is titled 'Profile' and includes the instruction: 'Complete the information for each portion of your Provider Identity Profile. This will allow the portal to identify the systems you may request access for.' Below this are three tiles: 'Personal Information' (with a photo of a woman and a 'Learn More' button with a red '+' icon), 'College Licence Information', and 'User Access Agreement'. Each tile has a brief description and a completion time.

Section	Description	Time to Complete
Personal Information	Provide personal and contact information.	1 min to complete
College Licence Information	Provide your College Licence if you have one.	1 min to complete
User Access Agreement	Sign and accept agreement to access health systems.	8 min to complete

- 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

A screenshot of the "Provider Identity Portal" for a user named Jay Doe. The page has a dark blue header with the user's name and a navigation menu on the left. The main content area is titled "Provider Identity Portal" and contains two sections: "Personal Information" and "Contact Information". The "Personal Information" section includes a toggle switch for "My name is different on my college licence" which is currently turned off. The "Contact Information" section has two input fields for "Email" and "Phone Number", both of which are highlighted with a red border. At the bottom of the form, there are two buttons: "Back Home" and "Save Information".

Jay Doe

Profile  
Organization Info  
Access to Systems  
Training  
History  
Get Support

Provider Identity Portal

**Personal Information**  
Provide the following information to complete your Provider Identity Profile.

**Name**  
This information comes from the BC Services Card. If you use a different name in your college licence, select "My name is different on my college licence".

Name: Jay Doe  
Date of Birth: 30 Dec 1979

My name is different on my college licence

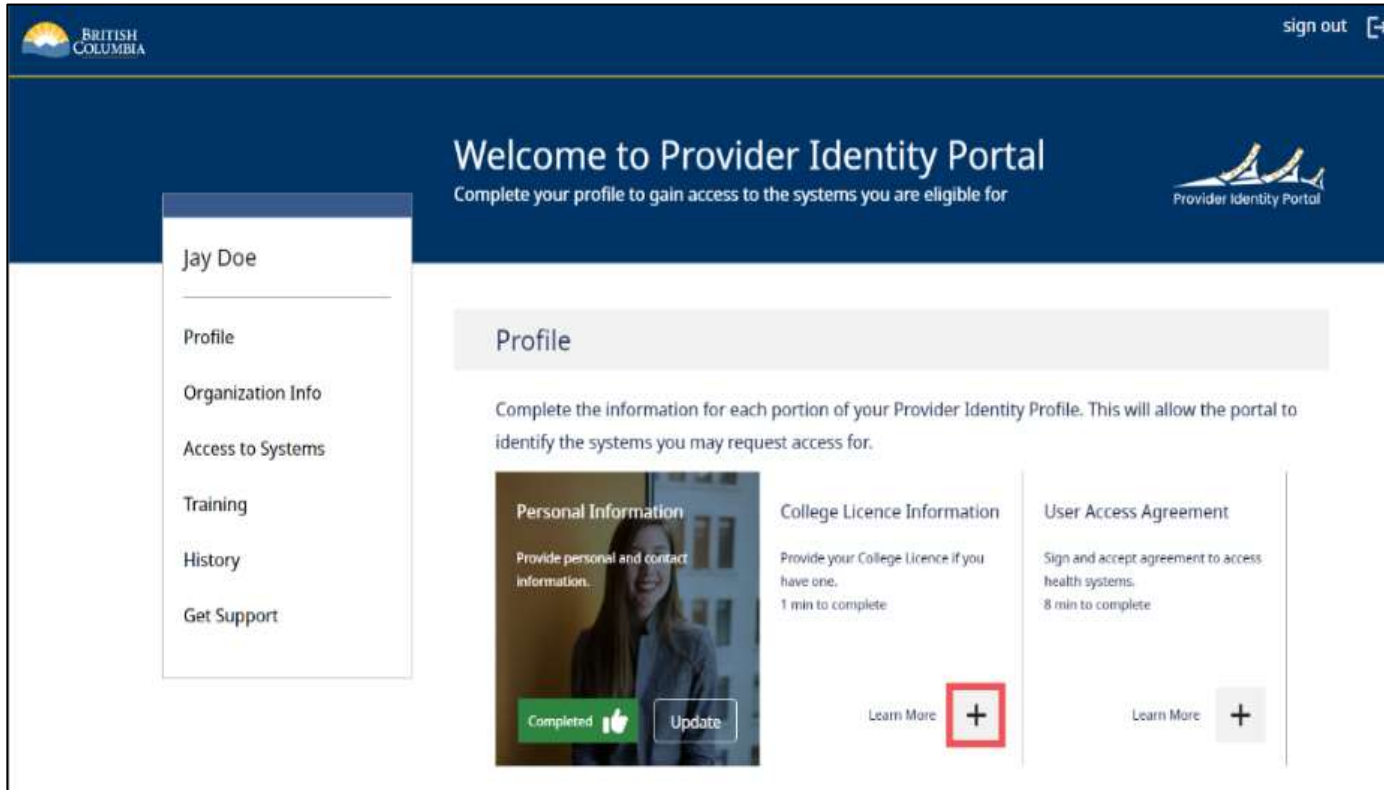
**Contact Information**  
Provide your contact information.

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Back Home Save Information

- 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



BRITISH COLUMBIA

sign out

### Welcome to Provider Identity Portal


Complete your profile to gain access to the systems you are eligible for

Jay Doe

- Profile
- Organization Info
- Access to Systems
- Training
- History
- Get Support

#### Profile

Complete the information for each portion of your Provider Identity Profile. This will allow the portal to identify the systems you may request access for.

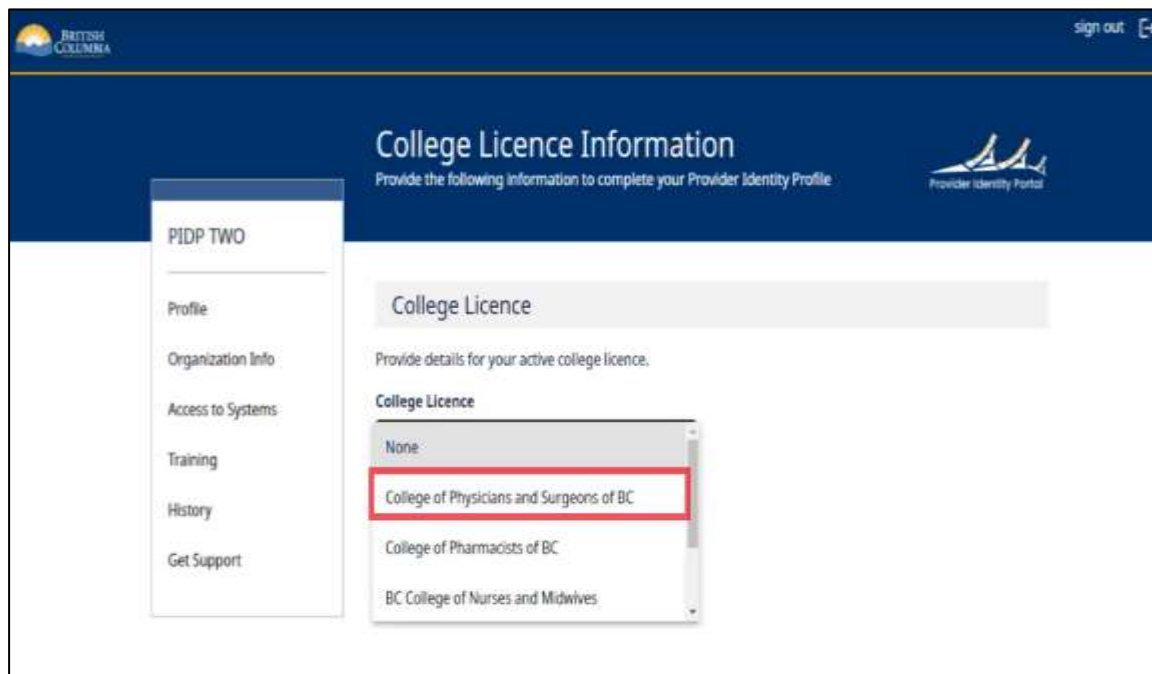
<h5>Personal Information</h5> <p>Provide personal and contact information.</p> <p>Completed  <a href="#">Update</a></p>	<h5>College Licence Information</h5> <p>Provide your College Licence if you have one.</p> <p>1 min to complete</p> <p>Learn More <a href="#">+</a></p>	<h5>User Access Agreement</h5> <p>Sign and accept agreement to access health systems.</p> <p>8 min to complete</p> <p>Learn More <a href="#">+</a></p>
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Once you have provided your contact information, the next step is to provide your college license and agree to the user access agreement.

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

## 2.8 Provide College License Information

*Click the College License drop-down list*



BRITISH COLUMBIA

sign out [→]

### College Licence Information

Provide the following information to complete your Provider Identity Profile

Provider Identity Portal

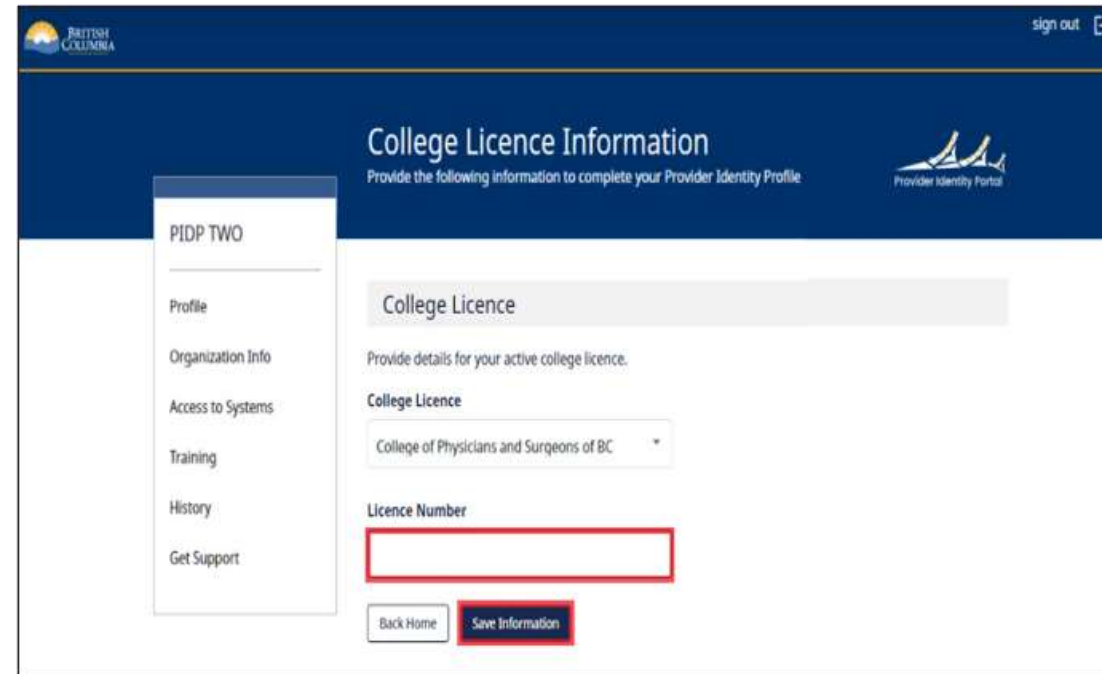
- PIDP TWO
- Profile
- Organization Info
- Access to Systems
- Training
- History
- Get Support

College Licence

Provide details for your active college licence.

College Licence

- None
- College of Physicians and Surgeons of BC
- College of Pharmacists of BC
- BC College of Nurses and Midwives



BRITISH COLUMBIA

sign out [→]

### College Licence Information

Provide the following information to complete your Provider Identity Profile

Provider Identity Portal

- PIDP TWO
- Profile
- Organization Info
- Access to Systems
- Training
- History
- Get Support

College Licence

Provide details for your active college licence.

College Licence

College of Physicians and Surgeons of BC

Licence Number

[Redacted]

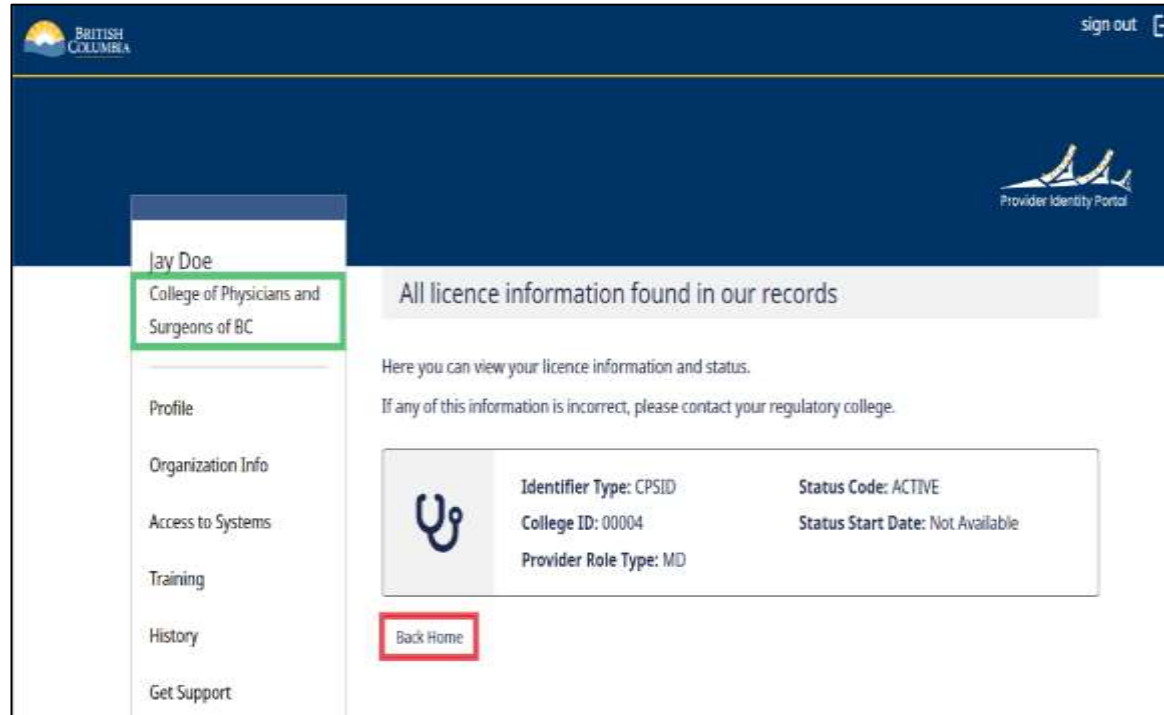
Back Home Save Information

*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



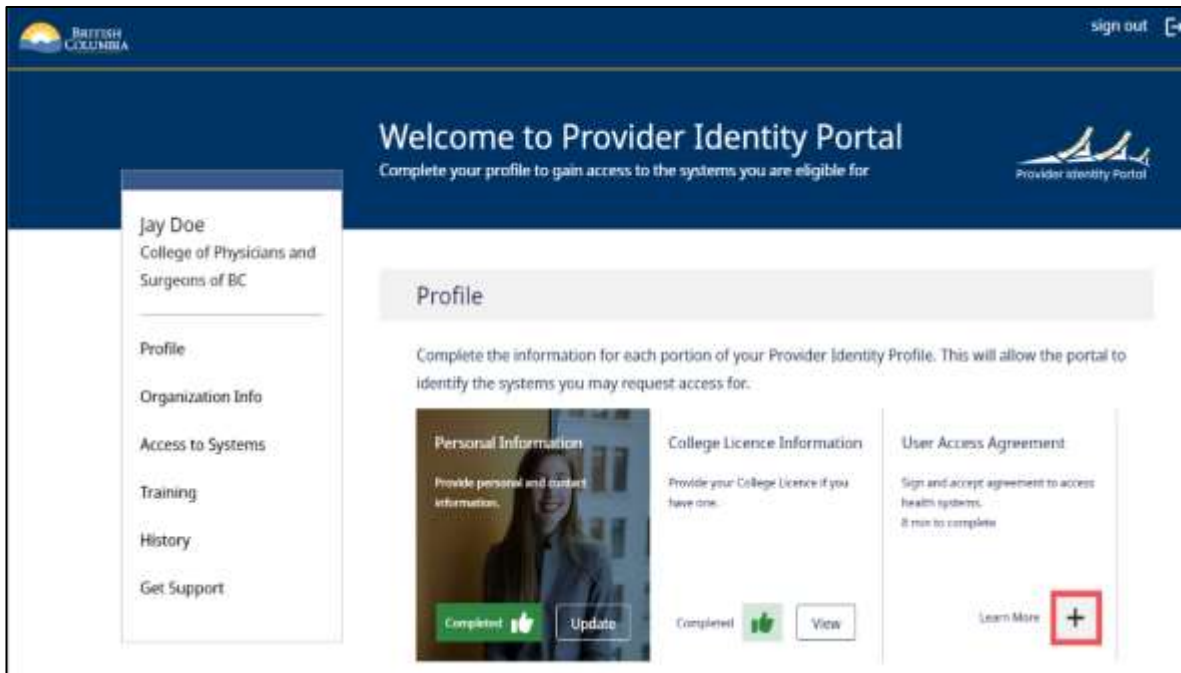
The screenshot shows the 'Provider Identity Portal' interface. At the top left is the 'BRITISH COLUMBIA' logo, and at the top right is a 'sign out' link. The main header area contains the 'Provider Identity Portal' logo. On the left side, there is a navigation menu with the following items: 'Jay Doe', 'College of Physicians and Surgeons of BC', 'Profile', 'Organization Info', 'Access to Systems', 'Training', 'History', and 'Get Support'. The 'College of Physicians and Surgeons of BC' item is highlighted with a green box. The main content area displays the title 'All licence information found in our records' and a sub-header 'Here you can view your licence information and status. If any of this information is incorrect, please contact your regulatory college.' Below this is a table with the following information:

	Identifier Type: CPSID	Status Code: ACTIVE
	College ID: 00004	Status Start Date: Not Available
	Provider Role Type: MD	

Below the table is a 'Back Home' button, which is highlighted with a red box.

*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



BRITISH COLUMBIA

sign out

### Welcome to Provider Identity Portal

Complete your profile to gain access to the systems you are eligible for

Jay Doe  
College of Physicians and Surgeons of BC

#### Profile

Complete the information for each portion of your Provider Identity Profile. This will allow the portal to identify the systems you may request access for.

Personal Information  
Provide personal and contact information.

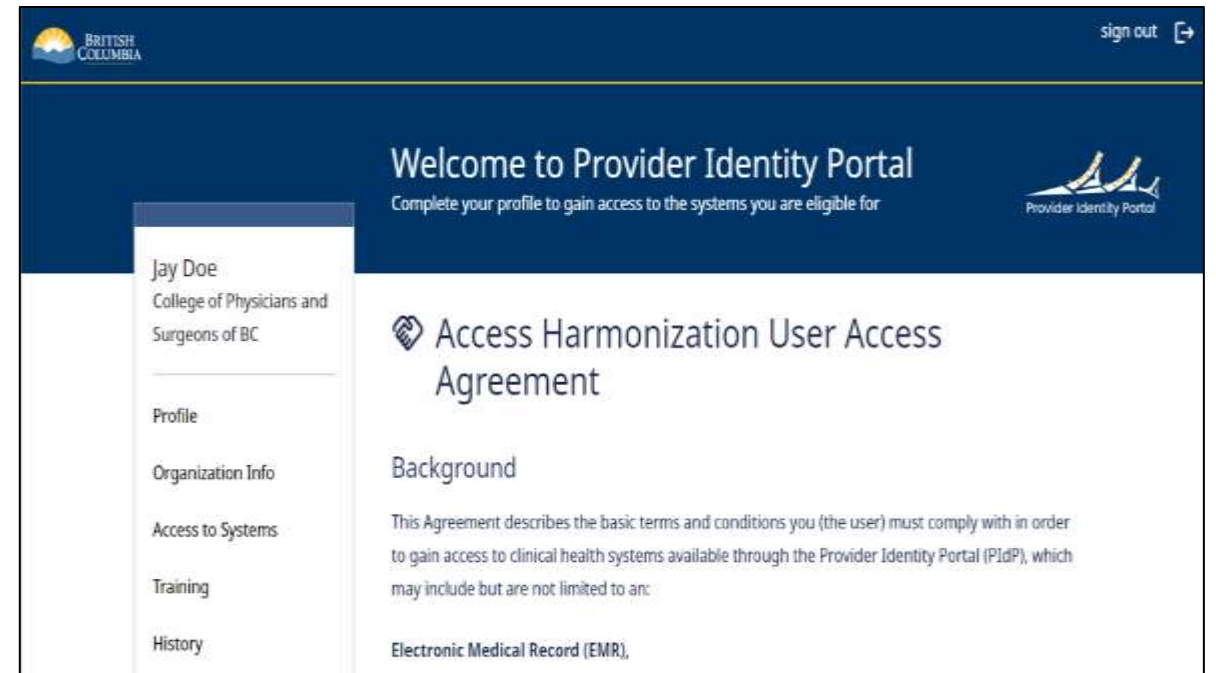
College Licence Information  
Provide your College Licence if you have one.

User Access Agreement  
Sign and accept agreement to access health systems.  
It may be incomplete.

Completed Update

Completed View

Learn More +



BRITISH COLUMBIA

sign out

### Welcome to Provider Identity Portal

Complete your profile to gain access to the systems you are eligible for

Jay Doe  
College of Physicians and Surgeons of BC

## Access Harmonization User Access Agreement

#### Background

This Agreement describes the basic terms and conditions you (the user) must comply with in order to gain access to clinical health systems available through the Provider Identity Portal (PIaP), which may include but are not limited to an:

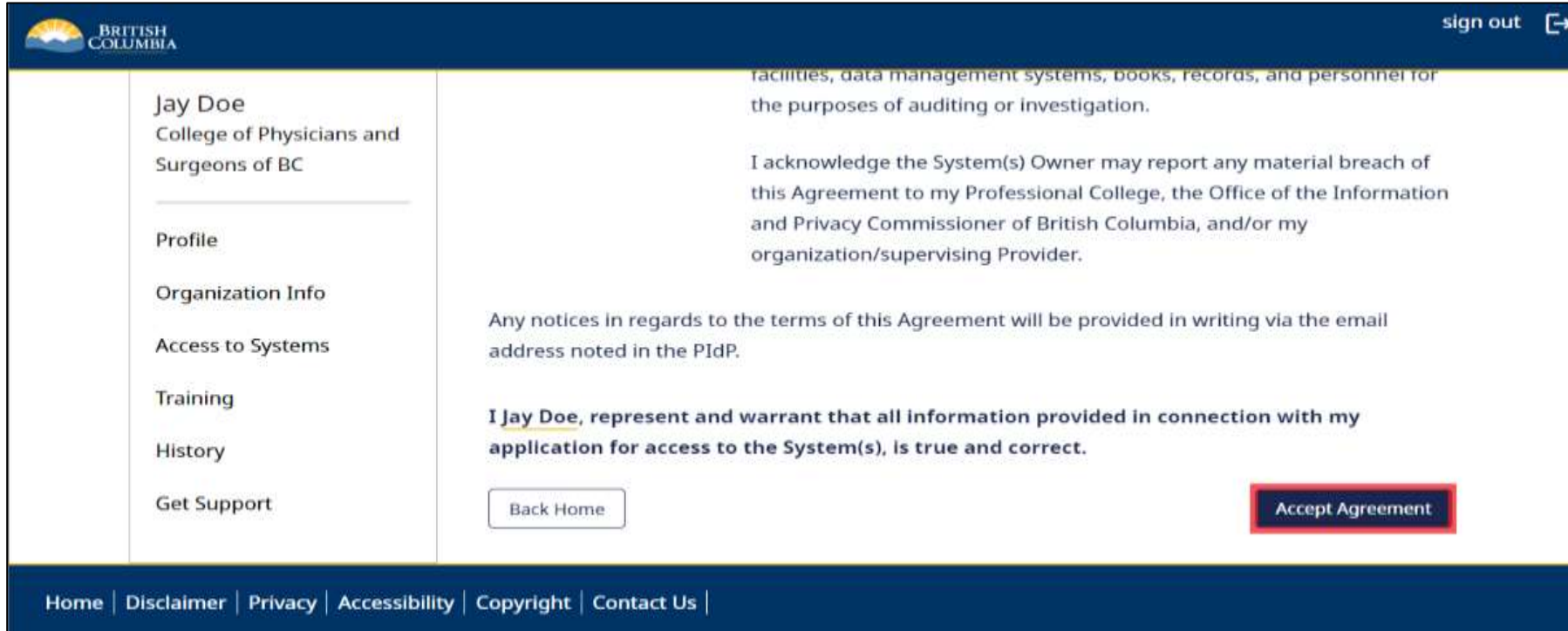
Electronic Medical Record (EMR)

*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.*

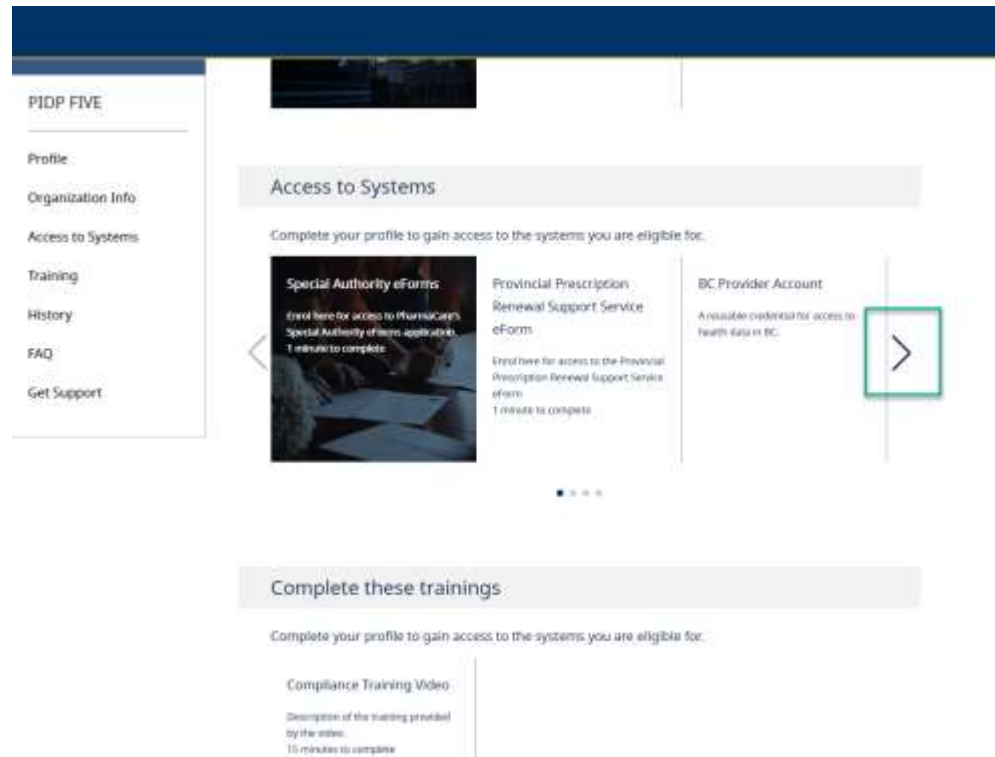
## 2.9 User Access Agreement



The screenshot shows a user interface for a user named Jay Doe, who is a member of the College of Physicians and Surgeons of BC. The page displays the terms and conditions of a user access agreement. The text includes a statement about reporting material breaches to the Professional College, the Office of the Information and Privacy Commissioner of British Columbia, and/or the user's organization/supervising Provider. It also states that notices regarding the terms of the agreement will be provided in writing via the email address noted in the PIDP. A bolded statement reads: "I Jay Doe, represent and warrant that all information provided in connection with my application for access to the System(s), is true and correct." At the bottom of the main content area, there are two buttons: "Back Home" and "Accept Agreement". The "Accept Agreement" button is highlighted with a red border. The page footer contains navigation links: Home | Disclaimer | Privacy | Accessibility | Copyright | Contact Us |

*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



**Access to Systems**

Complete your profile to gain access to the systems you are eligible for.

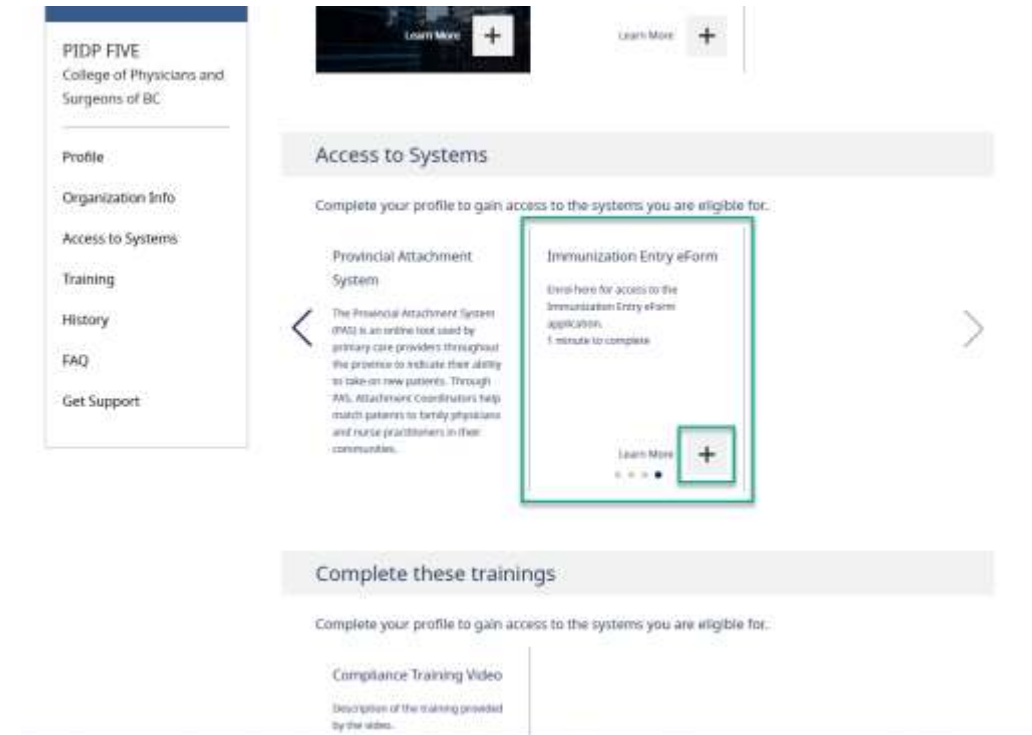
- Special Authority eForms**  
Enroll here for access to Pharmacists Special Authority eForms application. 1 minute to complete.
- Provincial Prescription Renewal Support Service eForm**  
Enroll here for access to the Provincial Prescription Renewal Support Service eForm. 1 minute to complete.
- BC Provider Account**  
A reusable credential for access to health data in BC.

**Complete these trainings**

Complete your profile to gain access to the systems you are eligible for.

- Compliance Training Video**  
Description of the training provided by the video. 15 minutes to complete.

*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*



**Access to Systems**

Complete your profile to gain access to the systems you are eligible for.

- Provincial Attachment System**  
The Provincial Attachment System (PAS) is an online tool used by primary care providers throughout the province to indicate their ability to take on new patients. Through PAS, Attachment Coordinators help match patients to family physicians and nurse practitioners in their communities.
- Immunization Entry eForm**  
Enroll here for access to the Immunization Entry eForm application. 1 minute to complete.

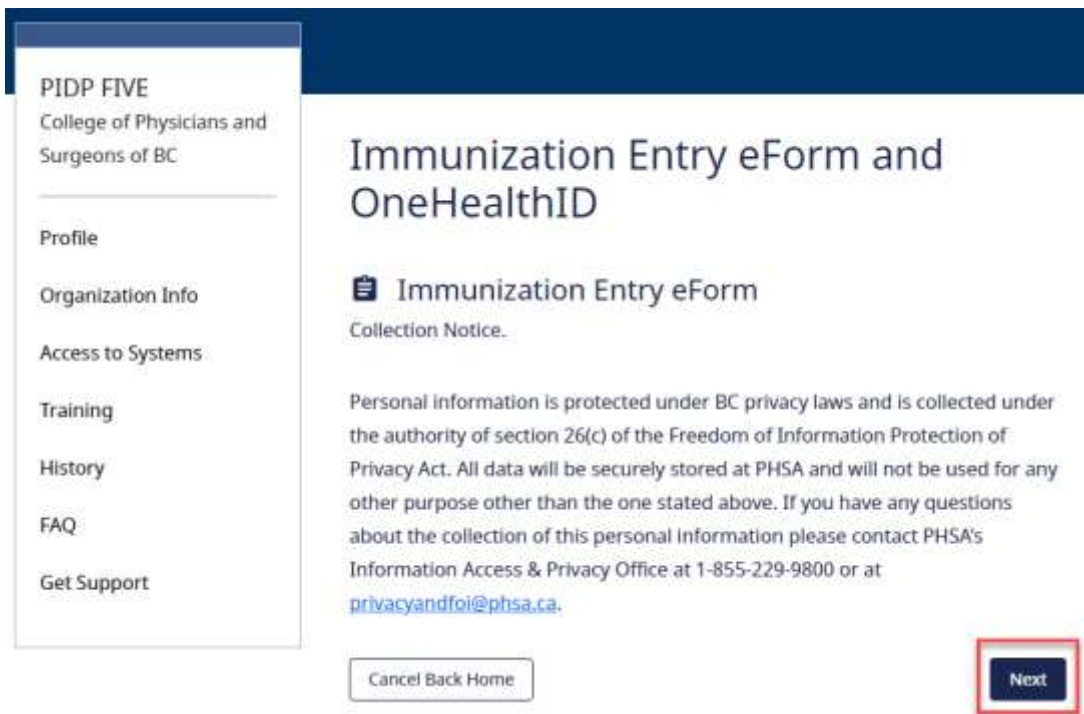
**Complete these trainings**

Complete your profile to gain access to the systems you are eligible for.

- Compliance Training Video**  
Description of the training provided by the video.

*click the + button on the “Immunization Entry eForm” tile*


## 2.10 Enroll to Immunization Entry eForm



PIDP FIVE  
College of Physicians and Surgeons of BC

Profile  
Organization Info  
Access to Systems  
Training  
History  
FAQ  
Get Support

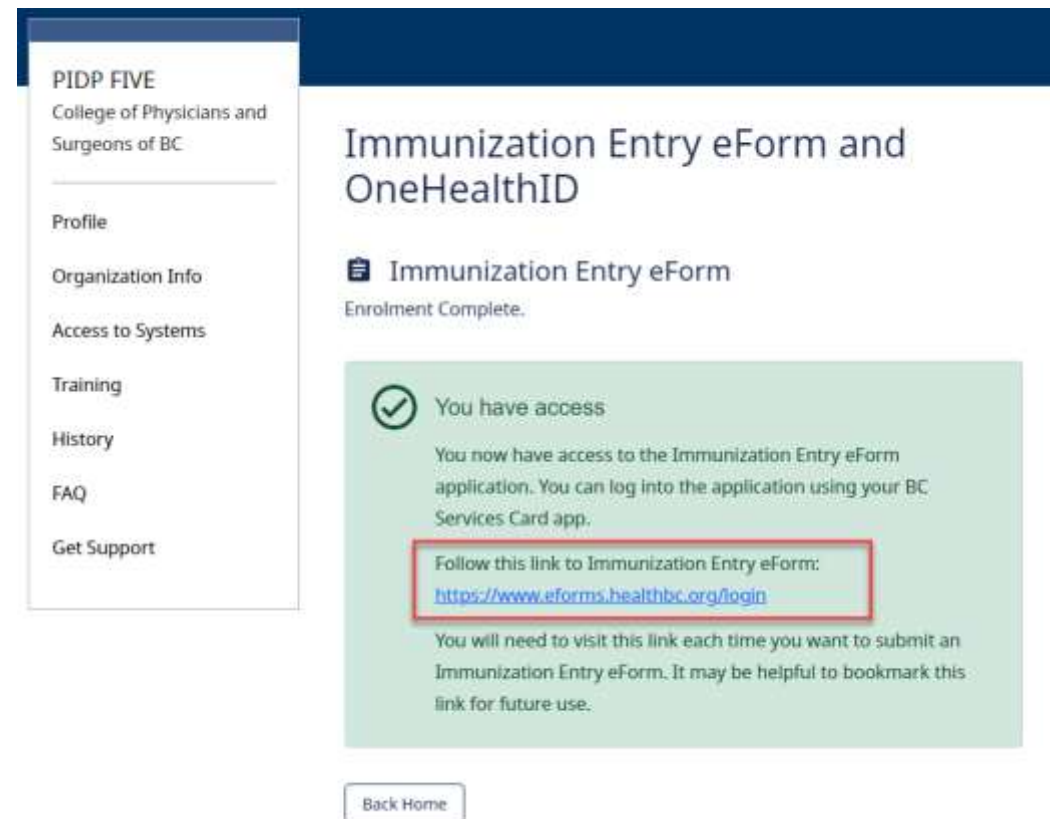
### Immunization Entry eForm and OneHealthID

 Immunization Entry eForm  
Collection Notice.

Personal information is protected under BC privacy laws and is collected under the authority of section 26(c) of the Freedom of Information Protection of Privacy Act. All data will be securely stored at PHSA and will not be used for any other purpose other than the one stated above. If you have any questions about the collection of this personal information please contact PHSA's Information Access & Privacy Office at 1-855-229-9800 or at [privacyandfoi@phsa.ca](mailto:privacyandfoi@phsa.ca).

Cancel Back Home Next


*After read through the “Collection Notice”, click “Next” button to continue*




PIDP FIVE  
College of Physicians and Surgeons of BC

Profile  
Organization Info  
Access to Systems  
Training  
History  
FAQ  
Get Support

### Immunization Entry eForm and OneHealthID

 Immunization Entry eForm  
Enrolment Complete.

 You have access

You now have access to the Immunization Entry eForm application. You can log into the application using your BC Services Card app.

Follow this link to Immunization Entry eForm:  
<https://www.eforms.healthbc.org/login>

You will need to visit this link each time you want to submit an Immunization Entry eForm. It may be helpful to bookmark this link for future use.

Back Home

*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

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

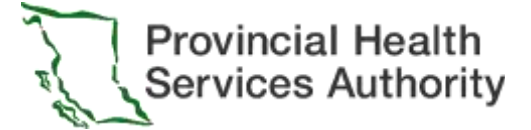
## Step 3: Unlicensed Practitioner or Other Staff(i.e. MOA) eForm Enrollment

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](mailto: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



**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:*

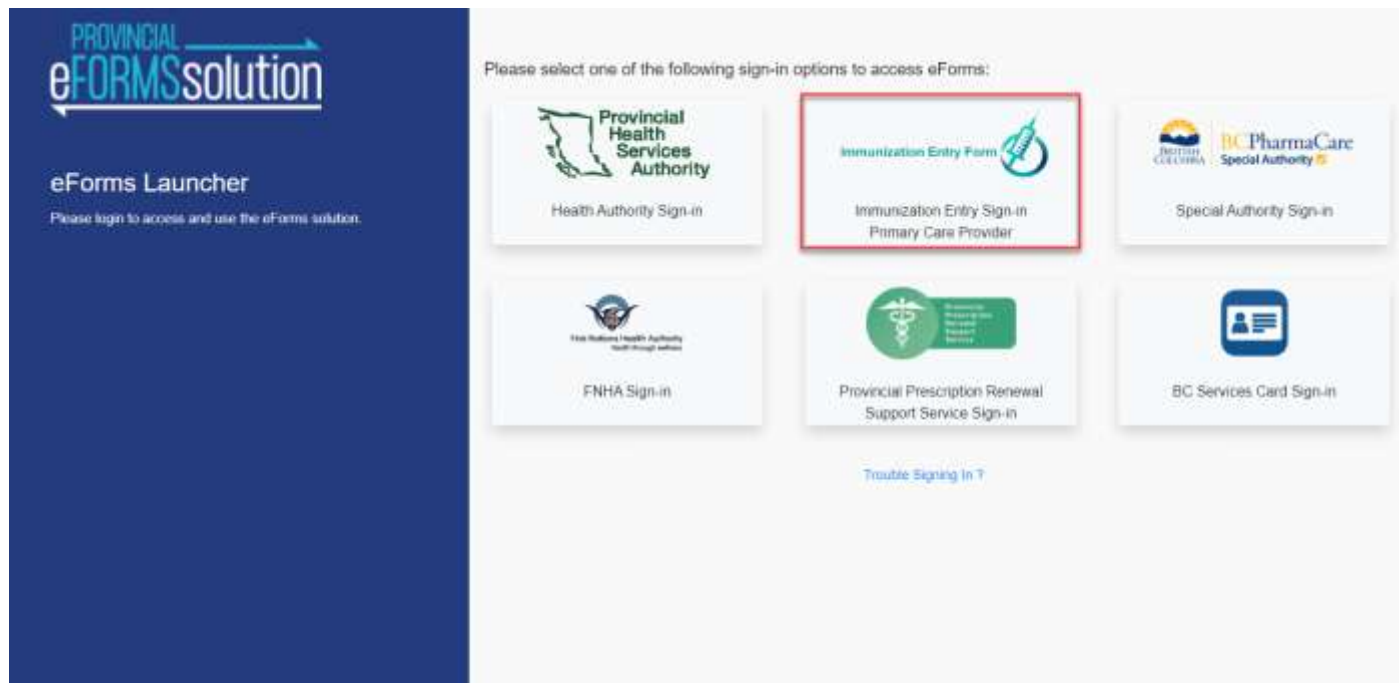
*Name of facility, Position:*

*Email Address (Same as BC Service Card):*

*Phone Number:*



# Immunization Entry eForm Login



PROVINCIAL  
eFORMSsolution

eForms Launcher  
Please login to access and use the eForms solution.

Please select one of the following sign-in options to access eForms:

- Health Authority Sign-in
- Immunization Entry Sign-in Primary Care Provider**
- Special Authority Sign-in
- FNHA Sign-in
- Provincial Prescription Renewal Support Service Sign-in
- BC Services Card Sign-in

[Trouble Signing In?](#)

- 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

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](mailto:eFormsEnrolment@phsa.ca)



After Hour Urgent  
Support

Mon-Fri, 4pm-7pm  
Wknd/Stat, 8am-7pm

Phone: [+1604 877 2159](tel:+16048772159)

