

EDIT and RESUBMIT DOCUMENTS

Quick user guide

Editing or resubmitting returned AppCentral documentation

If a document submitted to the health authority requires further attention, Medical Affairs may return the document through AppCentral, indicating the necessary edits.

Returned Documentation

When a document is returned to you for editing, you'll receive an email notification about the requested edits. A returned document will have a status of **Returned** on the home screen in AppCentral.

Name	Due Date	Action Required	67	Status
FHA Initial Appointment Application	🔕 Contact Help		F	
Initial Appointment Application	2015/09/29	Fill out & submit	3	Returned
Medical Staff Bylaws	N/A	Read document	0	Was Read
(Adult) Cardiology (Burnaby Hospital)	N/A	Fill out & submit	0	New

Completing a returned document request

- 1. Click on the document to open for editing
- 2. A message from the medical staff office is displayed in the header of the returned application.

	ewer : Please update highlighted	Menu	/			
Page 2	Fax or Attach Image	Submit				
Business Contact Information Demographics		INITIAL	APPLICATIO	N		*
Home Contact Information						
Languages						
Permanent Residency		PERSONA	L INFORMATION	l.		
Work Permit						
Page 3	First Name:	Middle Name:	Last Nam	e:)	Degree:	
College ID	Joe		Monday			
Number	Other First Name (i.e. Maiden Name	: Other Middle Name (.e. Maiden Name):	Other Last Name li.e. Maid	len Name):	
Declaration for Application for						

- 3. Once you have made the requested edit you can resubmit the document electronically via AppCentral.
- 4. Click on the **Submit** tab at the top of the application.

Complete a request for an attachment

When a health authority requires additional documents to be included with your application, they may request them electronically. You will receive an email requesting the attachment and a note from the medical staff.



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Steps to complete the request

 Click on the link in the email to access AppCentral

ear Joe Monday,				
FRASER HEALTH AUTHORITY has requested the following attachment to the document Initial Appointment Application:				
Driver's License"				
Sender wrote:				
Please attach a copy of your driver's license				

- 2. Sign into AppCentral with your existing account
- 3. Click to open the document identified in the email.

 Click on the Document Menu in the header 	Initial Appointment Application				
	N	Messages Actions			
	N	Message from System Administrator: Please update highlighted field 7oday Export to PDF Create a PDF to print, save & email, etc.			
		Attachment Reminder: Test Attach Reminder added Test Export to PDF (Advanced) later Create a PDF to print; save & email, etc.			
		Attachment Request: Driver's License - Please attach a copy of your driver's license - Please attach >> Get Attachment			
		O Menu			
	Page 2	View Attachments Submit			
	Business Contact Information Demographics Home Contact Information	Fraserhealth tearner brank tearner brank			
	Languages Permanent Residence	INITIAL APPLICATION			

- 5. Under the messages column on the left is the Attachment Request message
- 6. Click Get Attachment to select document to attach. The Satisfy Attachment Request will now be displayed



- 9. Click to select an attachment method
- **10.** Select your document and upload