



**PROVINCIAL PRACTITIONER CREDENTIALING & PRIVILEGING
(C&P) SYSTEM (CACTUS Software)**

**AppCentral & Provincial Privileging Dictionaries
User Guide**

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INTRODUCTION

WHAT ARE APPCENTRAL AND THE PROVINCIAL PRIVILEGING DICTIONARIES?

The **Practitioner Credentialing and Privileging System (C&P) System** is a single, standardized web-based system, also known as CACTUS Software, that has been implemented across all BC health authorities. The new C&P system allows members of medical staff to have the requisite credentials and privileges to provide appropriate and safe care to patients. The provincial privileging dictionaries are a key part of the C&P system, with common language, definitions and requirements.

The C&P system includes **AppCentral**, a web-based component of CACTUS. AppCentral is an online module that allows practitioners to submit their appointment and reappointment applications via the internet when required by a BC health authority. It also includes the completion of the provincial privileging dictionaries within AppCentral.

Physicians, dentists, nurse practitioners, midwives and other regulated health care professionals who are affiliated with a BC health authority will be required to use AppCentral. Ultimately, all practitioners affiliated with a BC health authority will use the new online C&P System.

WHO WILL USE APPCENTRAL?

If you are invited to create an AppCentral account it is because a health organization you are currently affiliated with, or are interested in joining, is using AppCentral to credential and privilege medical staff at their health authority. This online system offers many advantages over former manual processes:

- AppCentral offers convenient online access to apply for your appointment or reappointment, in one or more BC health authorities;
- Forms and documents can be completed and viewed online via AppCentral;
- Document copies required from you such as, copies of certificates, licenses, academic records, profile photos, etc., may be submitted electronically via AppCentral;
- You may securely store documentation in AppCentral for future activities related to credentialing and privileging with BC health authorities;
- Both you and medical affairs can monitor the status of documents in AppCentral in real time;
- If a document you have submitted requires further attention, credentialing staff may return that document to you using AppCentral with the necessary edits marked for your attention; and
- AppCentral activities are kept confidential between you and the appropriate authorized credentialing staff.

Overall, the goal is to have a secure provincial system that supports quality and safety by ensuring timely, accurate and accessible credentialing and privileging information.

PROVINCIAL PRIVILEGING DICTIONARIES

Overview

A privileging dictionary is discipline-specific and was developed by an expert panel to delineate:

- *core privileges*- activities or procedures permitted by virtue of possessing a defined set of credentials
- *non-core privileges*- activities or procedures requiring additional certification or a period of proctoring

Privileging dictionaries include:

- Description of the discipline
- Criteria for initial privileges including current experience
- Criteria for the renewal of privileges Criteria for returning to current experience standards
- Steps required to request a privilege not listed in a dictionary
- Core privileges
- Core privileges list
- Non-core privileges
- Context specific privileges

You will use the provincial privileging dictionaries to request privileges at a facility you practice at.



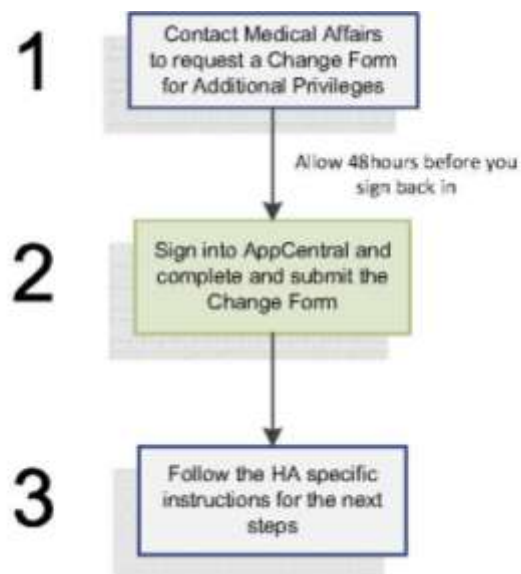
GRANDFATHERING: PRACTITIONERS WILL RETAIN ANY EXISTING APPROVED PRIVILEGES WHEN ENGAGING IN THEIR FIRST REAPPOINTMENT USING THE PRIVILEGING DICTIONARIES.

Learn more, or view the privileging dictionaries at: bcmqi.ca/credentialing-privileging-system

ADD PRIVILEGES NOT INCLUDED IN A PRIVILEGING DICTIONARY

You may request a privilege that is not included in the dictionary for your discipline, or to add a stand-alone dictionary, such as *Medical Assistance in Dying*.

Follow these steps to initiate a request:



The process for the additional privilege requests

1. Follow steps 1 and 2 above (request and complete a *Change Form for Additional Privileges*). The form will be submitted to the department head or chief of staff as part of the online application process.
 - You'll complete the privileges section of the *Change Form for Additional Privilege*, providing:
 - a) the privilege requested, b) the location within the facility where the privilege would be exercised, and c) the relevant training and experience you hold in regard to the privilege.
2. The department head or chief of staff, in consultation with the senior medical administrator and the facility's medical administrator, will determine if the requested privilege can be supported at that site.
3. Where it is deemed appropriate, the practitioner, the department head or chief of staff and the senior medical administrator will agree on any additional training required, and a minimum level of activity required to maintain the privilege.
 - The specific minimum number requirement indicating the level of experience needed to demonstrate skill to obtain clinical privileges for the requested procedure must be evidence-based. Where no supporting literature exists for a specific number, the criteria are established by the consensus of multidisciplinary group of practitioners who do not have self-interest in creating an artificially high volume requirement.
4. Any additional training will be done in a facility that normally trains practitioners in this activity. Exceptions may be granted in circumstances where all that is required is training by a member of the medical staff who holds the privilege in question.
5. On satisfactory completion of training, the department head or chief of staff may recommend to the governing body through the medical advisory committee that the privilege be granted.

Privileging dictionary questions? Contact your medical affairs office: bcmqi.ca/contact-us

DICTIONARY REVIEWS

The original 62 privileging dictionaries were developed over 3 years, by more than 300 BC medical professionals. Over time, the dictionaries will be updated—or new ones created—to reflect current standards or practice.

Changes to the dictionaries will occur in an iterative process, as part of a structured review and refresh of each dictionary's content. The first cycle of review and refresh commenced in November 2016:

- See the [Privileging Dictionaries - Review and Refresh timeline](#)

Two ways to provide input on the content of the privileging dictionary for your practice area:

- 1. Submit your proposed change** (*at any time*)

Use the [Request for a Revision to a Privileging Dictionary](#) form, from the BC MQI website.

All submissions will be acknowledged, tracked, and brought forward for consideration by expert review panel for that dictionary, or appropriate medical leadership.

- 2. Participate on the review panel for your discipline** (*during a scheduled review*)

Review panels are composed of subject-matter experts for each discipline. For more on the panels and how to participate: bcmqi.ca/privileging-dictionaries/privileging-dictionary-review-

APPOINTMENT APPLICATION PACKAGE

This section will review:

- how to complete, review and submit the appointment application package, and
- business processes, documents or forms required to complete your application package.

HOW TO CREATE AN APPCENTRAL ACCOUNT

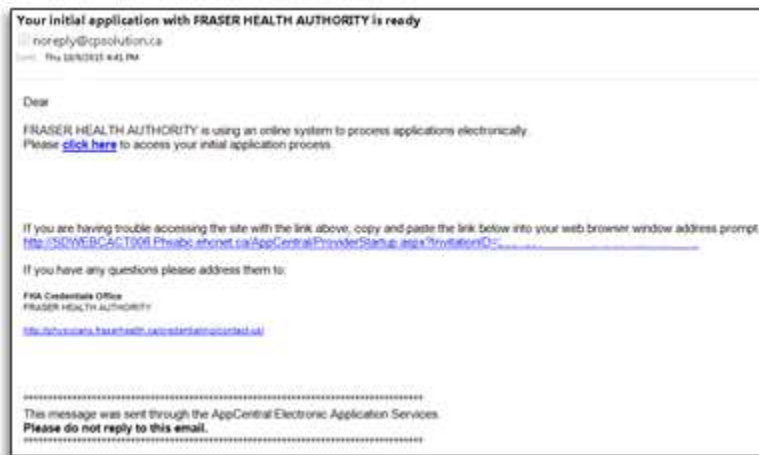
You must be invited by your health organization to create an AppCentral account. Once you receive your email invitation to participate in an AppCentral process, you'll need to create an AppCentral account to continue.

Do you work at multiple health authorities? You still need just one AppCentral account.
1 practitioner = 1 AppCentral account

Emails you will receive

Email #1

Will include a link inviting you to complete the **Appointment Application** online



Email #2

A second email will be sent to you instructing you to complete your **Certificate of Professional Conduct (CPC)**, and provides links to the BC MQI web resources.

Email #3

A third email is sent to you with your CACTUS ID (unique identifier in CACTUS that is created when you are added to the system by a health authority).

You will be required to provide the CACTUS ID and your date of birth during the authentication process.



Steps to create your AppCentral account

1. Click (or cut and paste) the link provided in the invitation email
2. Click the *sign up* button on the AppCentral landing page. The *Create account* screen is now displayed.



It is important that you access AppCentral using the link provided in your invitation email.

Click the link, or cut and paste it into your navigation bar.

3. Enter information into the fields provided—an entry is required for each field with an asterisk(*)
 - The *AppCentral ID* is a username that you choose to log into AppCentral.
 - Your *AppCentral ID* and *email address* entered here will be how AppCentral identifies you.
Tip - You may want to use your email address for your AppCentral ID.
 - Your *Personal email* can be the same or different from your *Contact Email* which is used to by Medical Affairs to send your 'invitation link.' If you have two emails, any requests sent to you from Medical Affairs will be sent to both emails.
 - The *Credentialing Contact Email* should be left blank

Your AppCentral password must:

- **Be 10-15 characters long**
- **Have at least one number and one letter**
- **Have at least one special character (except the <)**

Password retrieval :

The challenge question and answer that you set up will be used to help you reset your password should you forget it in the future.

4. Click the *View terms of agreement* link to view
5. If the terms of use are acceptable, click the "*I have read and accept the terms of use agreement*" checkbox. You cannot create an AppCentral account without agreeing to the terms of use.
6. Click the *Create my account* button to complete the account creation process. A confirmation email will be sent to the email address associated with the account.

Your CACTUS ID

The CACTUS ID is provided to you by your health authority. Once assigned, your unique CACTUS ID will not change for the duration of your employment—and it will be the same across all health authorities.

ABOUT YOUR CACTUS ID

FIND IT	Your CACTUS ID will be sent to you by email from your health authority. This email also contains an invitation link to your online application.
RECOGNIZE IT	Your CACTUS ID is always “CP” followed by six digits. For example: CP654321
USE IT	You need your CACTUS ID to: <ul style="list-style-type: none">• Set up an account in AppCentral• Open a process or application in AppCentral (CACTUS software) The number is used as your verification—along with your date of birth.
RECOVER IT	If you did not receive or cannot find an email with your CACTUS ID, contact your local Medical Administration Office.

Your AppCentral ID

The AppCentral ID is created by you. Use it—along with your password—to log in to your AppCentral account.

ABOUT YOUR APPCENTRAL ID


CHOOSE IT	Your AppCentral ID is a login name chosen by you when you set up your account. Your AppCentral ID must be alpha-numeric and at least 5 characters in length. Make it unique and easy to remember. A good choice is your personal email address. For example: janchang@shaw.ca
VERIFY IT	When you set up an account, CACTUS will verify that your AppCentral ID is unique.
USE IT	You need your AppCentral ID to: <ul style="list-style-type: none">• Set up an account in AppCentral• Log in to an existing AppCentral account• Open a process or application in AppCentral (CACTUS Software)
CHANGE IT	You can change your AppCentral ID after you’ve set it up by going into <i>Account</i> – as described in the Practitioner Password Recovery Access Management section.

COMPLETE AN APPLICATION FORM IN APPCENTRAL

HOW TO START AN APPLICATION PROCESS

To complete a document in AppCentral, begin on the **Home Screen**. An appointment process is displayed with each of the related documents listed below the process title.

Name	Due Date	Action Required	Paperclip Icon	Status
FHA Initial Appointment Application	2015/09/29	Fill out & submit	N/A	New
Medical Staff Bylaws	N/A	Read document	N/A	Unread
(Adult) Cardiology (Burnaby Hospital)	N/A	Fill out & submit	N/A	New

Condition	Definition
Due Date	The date by which the completed document needs to be submitted.
Action Required	Identifies the action required by you. There are three types: <ol style="list-style-type: none"> Fill out & submit documents must be completed and submitted electronically Print & fax documents must be printed, completed, and faxed back Read document is a document you must open and read
Paperclip Icon 	Indicates the current number of document attachments.
Status	Indicates the current status of the document.

Click on any listed document to open it. If this is the first time you are opening a document in the process, you will be required to correctly answer the authentication questions before continuing.

COMPLETE AN ELECTRONIC DOCUMENT IN THE APPLICATION FORM

- The system will highlight fields that must be filled out.

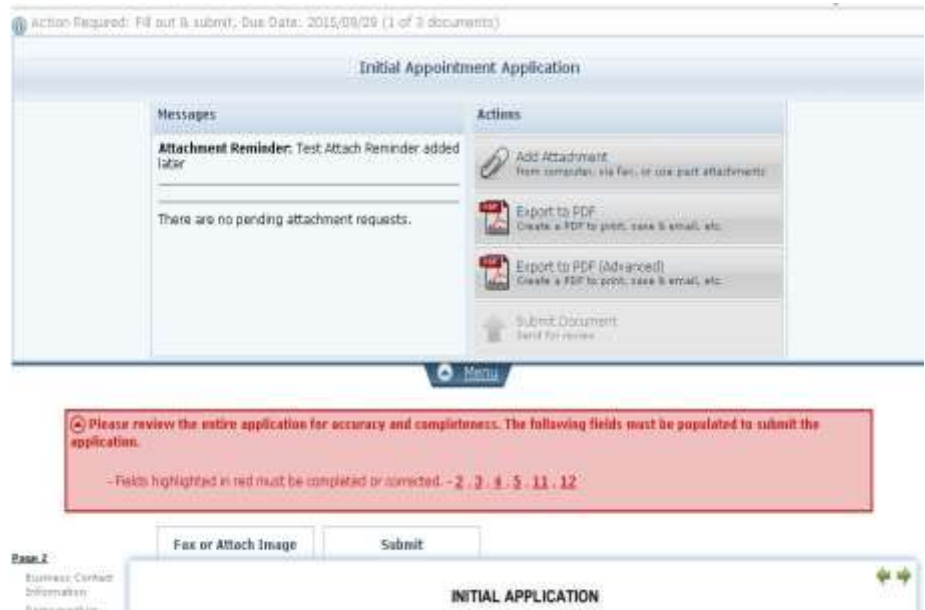
A red banner above the document indicates the pages with fields that must be filled out before the document can be submitted.

- Required fields will be outlined in red when empty. The red outlines disappear when *all the required fields on that page are filled out*.

DOCUMENT MENU ITEMS

When you click the **Menu** tab in the document header, some features are available from the drop-down menu.

- 1. Messages** – this section will show any messages from Medical Affairs regarding this document. It will also identify the documents that must be attached to an application form.
- 2. Actions** – The available actions are displayed here:
 - *Add Attachment* – use this to attach documents and images to an application
 - *Export to PDF action* – use this to create a PDF version of the document



TYPES OF PRACTITIONERS

The application changes depending on the practitioner type selected.

Alias Name 3 (i.e. Preferred Name):		Type:
Practitioner Type:		Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Primary Language:	Fluency:	Additional Language:
Canadian Citizen: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If no, please complete the following immigration information and include documentation	

- 1. APPOINTMENT TO MEDICAL STAFF:** is for use by Physicians, Dentists, Midwives and Nurse Practitioners
- 2. PERMIT TO PRACTICE:** is for all other practitioner types.

The declarations show differences between the two application types.

DECLARATION FOR APPOINTMENT TO THE MEDICAL STAFF		
If the answer to any of the following questions is "yes", please give full details in the text box that will pop up. Answering "yes" to any of the questions does not necessarily preclude appointment to the Medical Staff. The Health Authority will use this information to assess your ability to deliver appropriate patient care.		
	YES	NO
Based on your personal history, your present circumstances, or your professional opinion, as advised you have:		
DECLARATION FOR APPLICATION FOR PERMIT TO PRACTICE		
If the answer to any of the following questions is "yes", please give full details in the text box that will pop up. Answering "yes" to any of the questions does not necessarily preclude granting of a permit to practice. The Health Authority will use this information to assess your ability to deliver appropriate patient care.		
	YES	NO

TYPES OF DOCUMENTS –AND DUE DATES

There are three different types of documents that are displayed to the practitioner:

THE 3 DOCUMENT TYPES IN APPCENTRAL	
Print and Fax	Must be printed, completed manually and faxed
Fill out and submit	Must be completed and submitted electronically
Read document	Need only to be opened and read

Name	Due Date	Action Required	Status
FHA Physicians Appointment to Medical Staff			
BC Medical Quality Initiative Contact Us FHA v.01			
Application	2015/11/13	Fill out & submit	New
Collaboration Principles and Commitments	N/A	Read document	Unread
Medical Staff Bylaws	N/A	Read document	Unread
Medical Staff Rules	N/A	Read document	Unread
Hospital Act Regulation	N/A	Read document	Unread

You may see **DUE DATES** listed for **Print & Fax** or **Fill out & submit** documents. The due date is calculated based on when the invitation is sent to the practitioner—for example, within 60 days.

Name	Due Date	Action Required	Status
FHA Physicians Appointment to Medical Staff			
BC Medical Quality Initiative Contact Us FHA v.01			
Application	2015/11/13	Fill out & submit	New
Collaboration Principles and Commitments	N/A	Read document	Unread

⚠ DUE DATES - the system will automatically send you a reminder emails when the due date passes and the document has not yet been submitted.



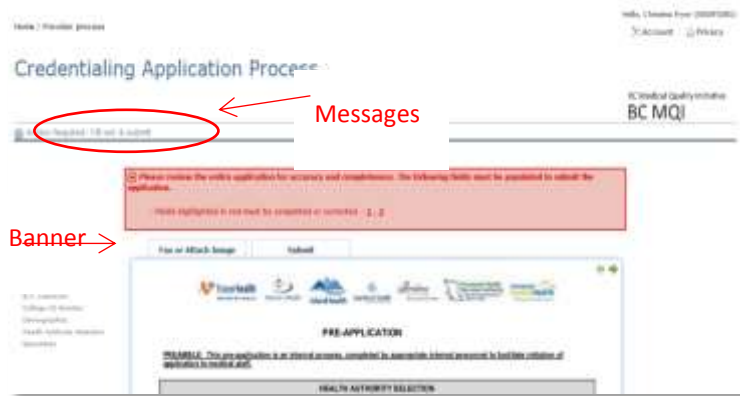
NAVIGATING ELECTRONIC DOCUMENTS IN APPCENTRAL

PAGE NAVIGATION

AppCentral provides a number of cues to help you navigate and complete documents in the system.

The Red Banner

This banner above the document indicates the pages with fields that must be filled out before the document can be submitted.

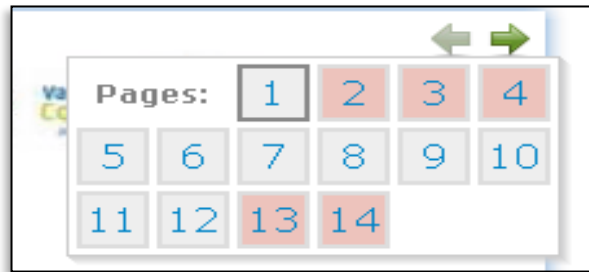


Messages

Any messages from Medical Affairs will be displayed at the top of the application form, such as “Action required” or identifying the documents that must be attached.

Green page arrows

These arrows allow for navigation between pages. Find them in the upper right corner of the document.



Page numbers with a red background

Indicates pages that have required fields that must be completed.

Jump to any page by clicking on the page number in this pop-up window

Page numbers with a dark border

Indicates the page you are viewing



Don't use the 'back button' on your internet browser. It is not supported in AppCentral. Inadvertent use of the back button will result in an error message – and will require you to log back into AppCentral.

Red highlighted fields

These indicate fields that must be filled out. Required fields will be outlined in red when empty.

The red outlines disappear when *all the required fields on that page are filled out.*

BUSINESS CONTACT INFORMATION							
Professional/Incorporated Name:							
Address Line 1:				Address Line 2:			
City:	Province:	Postal Code:	Phone:	Ext:	Fax:	Ext:	Ext:
Email Address:			Cell:	Fax:		Page:	

Grey fields

Indicate fields that cannot be changed by you. These are pre-populated with information entered by Medical Affairs.

The screenshot shows a form titled "SITE SELECTION". It contains two rows of fields. The first row has "Primary Site:" with a dropdown menu showing "Burnaby Hospital" and "Medical Staff Category:" with a dropdown menu showing "Provisional". The second row has "Alternate Site:" with a dropdown menu showing "Chilliwack General Hospital" and another "Medical Staff Category:" dropdown menu showing "Provisional".

Blue text

Indicate fields that will not import into Visual Cactus – and therefore will be entered manually by Medical Affairs.

The screenshot shows a form titled "COMMITTEE MEMBERSHIP AND LEADERSHIP ROLES". It contains two rows of fields. The first row has "Facility or Program:" in blue text and "Committee/Leadership Role:" in blue text. The second row has "Facility or Program:" in blue text. There are also fields for "From: yyyy/mm/dd" and "To: yyyy/mm/dd" in blue text.

Yellow highlighting

Will appear in an application that is returned to you. It indicates field(s) that must be updated before resubmitting the application.

Green outline

Identifies fields that were updated by you.


The screenshot shows a form titled "EMERGENCY CONTACT INFORMATION". It contains three columns of fields: "First Name:", "Last Name:", and "Relationship to Applicant (optional):". The fields contain the values "Jane", "Stang", and "Wife" respectively. The "First Name", "Last Name", and "Relationship to Applicant" fields are highlighted in yellow. There is also a "Notes:" field below the other three.

The yellow highlight and green outlines will remain in the document even after you complete the fields to re-submit.

**Optional: Include a message in the Add a message field.*

SUMBIT THE APPLICATION

The **Provincial Application** and the **Privilege Request Forms** can be submitted to Medical Affairs using the submit buttons shown below.

 **COMPLETE REQUIRED FIELDS FIRST!** The green submit button will not appear until all the mandatory fields are completed.

- the **green submit button** at the top of the application.

Note!

This is the only place where you can include a message for Medical Affairs.

However – the message will only be sent if you use the submit button at the top of the application (directly under the message box).



- Or the **green submit button** at the bottom of the application. The message option is not available on the bottom submit button.



ADD ATTACHMENTS OR DOCUMENTS

The provincial application form is the best place to attach images or documents that need to be included.

Please note that there are different document types, as noted in the *Action Required* column in your application. The following instructions will help you work with:

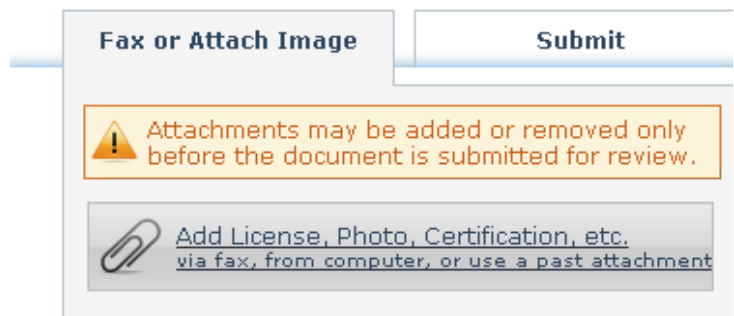
- **FILL OUT & SUBMIT DOCUMENTS** - An image or PDF document can be attached to these documents.
- **PRINT & FAX DOCUMENTS** – Must be faxed back to medical affairs (see instructions in the next section.)



ADD OR REMOVE ATTACHMENTS BEFORE THE DOCUMENT IS SUBMITTED FOR REVIEW.

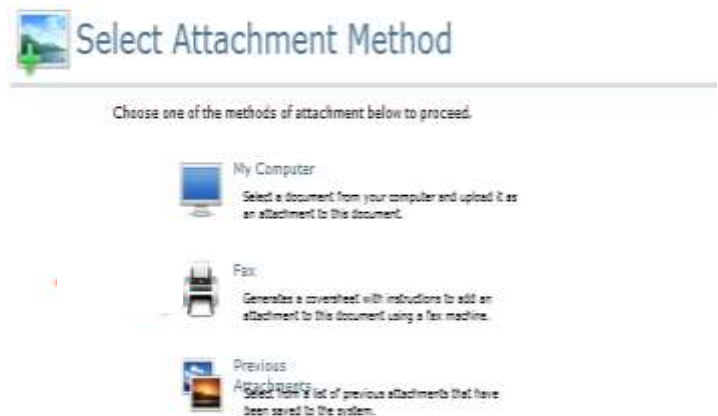
Once submitted, you are no longer able to attach a document to the application without having the medical staff at the health authority return the document to you for updating.

1. Put your cursor over the *Fax or Attach Image* tab located on the top left side of the application and select *Add License, Photo, Certification, etc.*



2. Choose the method that you'd like to use to add the attachment.

- See the feature box below for an explanation of each attachment delivery method



SELECTING AN ATTACHMENT METHOD

- **MY COMPUTER:** use to upload an image or pdf from your computer. Attach to a **FILL OUT & SUBMIT DOCUMENT**
- **FAX:** use to fax **PRINT & FAX DOCUMENTS** (See the *Print & Fax* instructions)
- **PREVIOUS ATTACHMENTS:** Use only if you've previously uploaded a document into AppCentral

3. If you selected **MY COMPUTER** option the following window is displayed:



Only images and PDF documents can be uploaded and attached to an application

They cannot be larger than 4 MB.

Fields on this window (above)

Name: Give the item a specific name—it will be displayed in the list of attachments for the application.

Document Type: Lists the values in the drop-down list which allow you to identify the type of attachment (curriculum vitae, photo, current license etc.)

Province: Some items such as license and insurance documents are specific to a single province. You may designate the province in this field.

Choose file: Locate the document to be uploaded from a local hard drive or network via the Browse button.

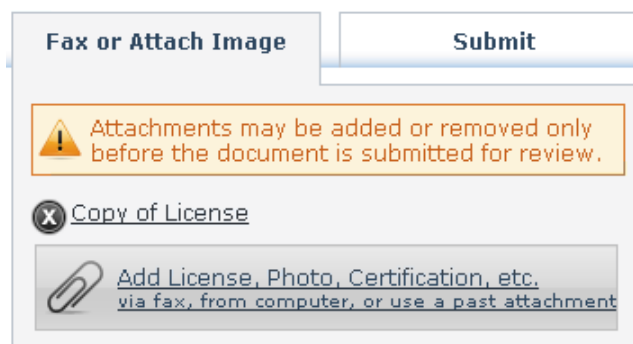
ATTACH A DOCUMENT OR IMAGE FROM A LOCAL HARD DRIVE OR NETWORK

1. Enter a **Name** for the document being attached
2. Select a **Document Type**
3. Enter a **Province**
4. Click **Browse** button to find and select a local document
5. Select the file and click **Open** button to return to Add Document screen
6. Click **Upload**, to complete the attachment.

To view a list of attached documents and images, hover your cursor over the **Fax or Attachment Image** tab at the top of the document.

Example

A document called 'Copy of License' is attached to this application



Tips for working with **FILL OUT & SUBMIT** documents

- Images and PDFs can only be uploaded and attached to these documents
- Image or PDF files cannot be larger than 4MB
- Content entered into a **FILL OUT & SUBMIT** document is saved only after a navigation button is used. This allows the practitioner to complete an application over a period of time.
- A **FILL OUT & SUBMIT** document can be exported to a PDF document.

An image / PDF can also be attached using the **Menu** at the top of the application. This area also includes an 'Attachment Reminder' to highlight the documents that should be attached.



The recommended image formats for use with the Provider Image Manager are BMPs, JPEGs, and/or PDFs, though CACTUS will also support TIFFs and GIFs.

PRINT AND FAX

Overview

Print and Fax functions were added to AppCentral in 2017. This guide explains the two ways you'll encounter or use the *Print and Fax* function in your re/appointment application:

1. As a **document type** in your application.

THE 3 DOCUMENT TYPES IN APPCENTRAL	
Print and Fax	Must be printed, completed manually and faxed
Fill out and submit	Must be completed and submitted electronically
Read document	Need only to be opened and read

2. As a delivery **method to attach images** to your application.

THE 3 WAYS TO ATTACH IMAGES TO YOUR APPLICATION

- Fax
- My computer
- Previous attachments

PRINT AND FAX DOCUMENTS

What should I do with print and fax documents?

- They must be printed—along with the associated coversheet—and completed, then faxed to your medical affairs office. The fax coversheet contains a unique barcode that AppCentral uses to automatically tie the document to your specific process.

Examples: images or documents requiring a provider's actual signature (attestation forms), or documents requiring a third party's attention (health forms).

How do I complete my print and fax documents?—and then where do I send them?

- The Print and Fax function allows you to:
 - a. Fill out a document in AppCentral and then print it, sign it, and fax it back to medical affairs.
 - b. Save the blank document to your computer for completion and submission at a later time.
- Send your Print and Fax documents to the number on the coversheet. You must include the bar-coded cover sheet with the completed document.

Tips for working with **PRINT AND FAX** documents

- Only documents designated as Print and Fax in AppCentral can be faxed.
- You cannot save Print and Fax documents with data. You can only save the blank coversheet. To keep a copy for your files, retain the printed copy that you fax back.
- Electronic signatures cannot be used with Print and Fax documents

Print and Fax –Document process

1. *Print and Fax* documents are identified as such in the **Action Required** column.



2. When opened, the first page of the *Print and Fax* document is the bar coded cover sheet.

This sheet **MUST** be included as the first page of the document you fax back to medical affairs.

3. You have the option to:
 - a) complete the *Print and Fax* document in AppCentral and then print it off, or
 - b) save the blank form to your computer to complete later.



Note:

You may see this if your browser does not permit pop ups.



4. **Status—submitted**

After you've faxed the document, the **Status** column for this document will change from "Opened" to "Submitted."



5. **Status—accepted**

Once the document has been accepted by Medical Affairs, the **Status** column will change from "Submitted" to "Accepted."



6. **Status—returned**

If returned to you by Medical Affairs for updates, the **Status** column of the document will change to "Returned."



- **Action required:** Open the returned document to see the comments advising you on the document updates needed. Once updated, you will need to print and fax the document again.

You now have the option to fax in required attachments (rather than scanning and uploading them).

Faxing attachments—Process

1. To access the fax function when completing your application, select **Fax or Attach Images**.



2. Select the **Add License, Photo, Certification, etc.**



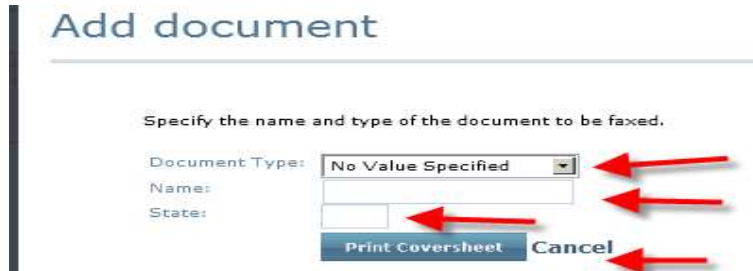
3. Select the **Fax** option for attachment methods.



4. Add the document type from the drop down.

You will also:

- provide a name
- enter BC in the State, and
- select “Print Coversheet.”



5. This document will be created with a unique bar code for this specific attachment. The print function will open allowing you to print the fax coversheet. Print the cover sheet.



6. After you have printed the coversheet this document will appear. Select the **Done** button.



7. When you look at the **Fax or Attach Image** tab again it will show your attachment and the status (awaiting fax).



THE DECLARATION FORM

You are required to sign the **Declaration for Appointment to the Medical Staff** form. The form is completed as a part of the application process and can be submitted and signed using eSignature.

- The declaration is on the second to last page on both application forms. Answer each question by selecting the appropriate **checkbox**.
- If you answer **YES** to any of the questions in the declaration then you will be asked to provide additional information by Medical Affairs.

DECLARATION FOR APPOINTMENT TO THE MEDICAL STAFF		
If the answer to any of the following questions is "yes", please give full details in the text box that will pop up. Answering "yes" to any of the questions does not necessarily preclude appointment to the Medical Staff. The Health Authority will use this information to assess your ability to deliver appropriate patient care.		
	YES	NO
Based on your personal history, your present circumstances or any professional opinion or advice you have received, do you have any condition that may impair your ability to deliver appropriate patient care or carry out the duties of your position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you ever:	YES	NO
<ul style="list-style-type: none"> suffered from a physical or mental ailment, an emotional disturbance or problem related to drugs or alcohol use that affected your ability to deliver appropriate patient care? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> been convicted of a criminal offence in Canada or elsewhere, or are you currently charged with a criminal offence in Canada or elsewhere that has not been decided by a court? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> had legal action brought against you relating to your professional practice where there was a finding of liability against you or a settlement was made on your behalf? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> voluntarily resigned a Medical Staff appointment or volunteered to restrict your privileges or private practice, <ul style="list-style-type: none"> during an investigation into your practice, or on the advice of a licensing body, professional organization or health authority? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Your signature is entered as an eSignature on the last page of the application form.

- You need to type your name and enter the date to *Sign* the application before it is submitted.
- To enter today's date just type 't' in the date field

In signing this document:

- I acknowledge I have read and understand the points in the above Declaration and Acknowledgment.
- I declare that the information submitted by me in this application is true to the best of my knowledge.

I hereby apply for appointment to the Medical Staff of the Health Authority.

Name:

Signature:

Date:

You can export the application form to a PDF document and save it locally if desired. This option is available under **'Menu'**.

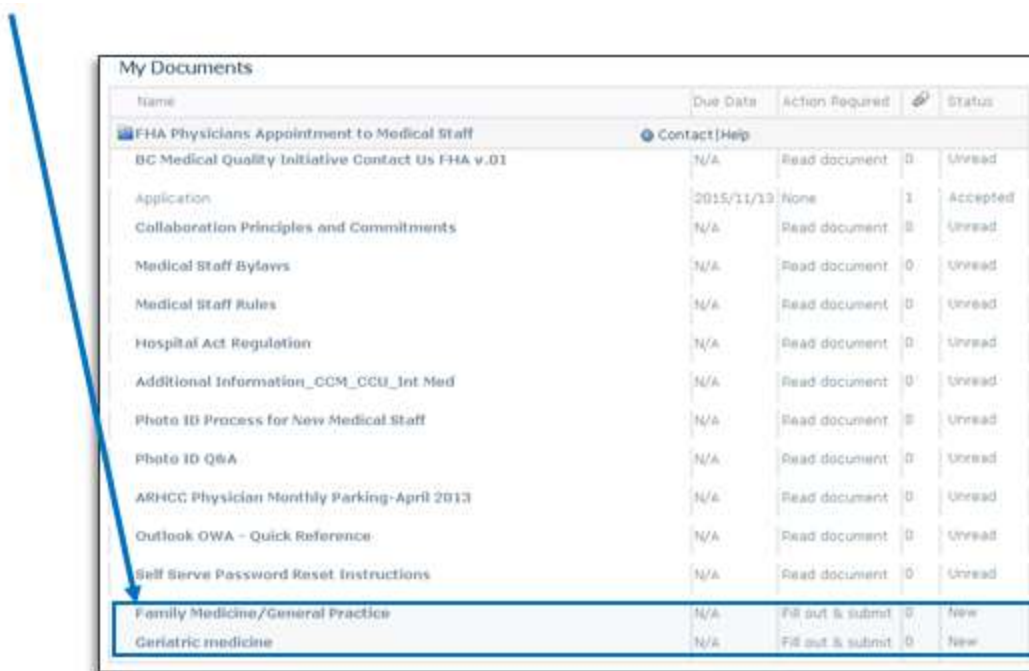
The screenshot shows the 'Application' page with a 'Messages' section containing an 'Attachment Reminder' and a 'There are no pending attachment requests.' message. A 'Menu' button is visible at the bottom. The 'Actions' menu is open, showing options: 'Export to PDF' (Create a PDF to print, save & email, etc.), 'Export to PDF (Advanced)' (Create a PDF to print, save & email, etc.), and 'View DCM XML' (View the XML of the document object model).

PROVINCIAL PRIVILEGE REQUEST FORMS

In this section we will look at the different types of Privileges that can be requested and review how to complete a **Provincial Privileging Request** form.


The **Provincial Privilege Request** form(s) are automatically added to the Application package based on the practitioner's specialties. The form(s) are always located at the end / bottom of the list of documents to review (see the blue arrow below).

- Documents should be completed starting from top to bottom. Complete the first document in the list and move down to the last document in the list.



The screenshot shows a table titled "My Documents" with columns for Name, Due Date, Action Required, and Status. A blue arrow points from the top left to the bottom rows of the table, which are highlighted with a blue border. The bottom rows are "Family Medicine/General Practice" and "Geriatric medicine", both with a status of "New".

Name	Due Date	Action Required	Status
FHA Physicians Appointment to Medical Staff			
BC Medical Quality Initiative Contact Us FHA v.01	N/A	Read document	Unread
Application	2015/11/13	None	Accepted
Collaboration Principles and Commitments	N/A	Read document	Unread
Medical Staff Bylaws	N/A	Read document	Unread
Medical Staff Rules	N/A	Read document	Unread
Hospital Act Regulation	N/A	Read document	Unread
Additional Information_GCM_CCU_Int Med	N/A	Read document	Unread
Photo ID Process for New Medical Staff	N/A	Read document	Unread
Photo ID Q&A	N/A	Read document	Unread
ARHCC Physician Monthly Parking-April 2013	N/A	Read document	Unread
Outlook OWA - Quick Reference	N/A	Read document	Unread
Self Serve Password Reset Instructions	N/A	Read document	Unread
Family Medicine/General Practice	N/A	Fill out & submit	New
Geriatric medicine	N/A	Fill out & submit	New

 **PRIVILEGING DICTIONARIES ARE REFERRED TO BY PRACTICE AREA.** For example, family medicine/general practice or geriatric medicine as shown above.

The Provincial Privilege Dictionary Request form has four different types of privileges that can be requested:

1. **Core Privileges:** Core privileges are offered to ALL members in the discipline as long as the facility can support those activities.
2. **Non-Core Privileges:** Non-core privileges are permits for activities that require further training, experience and demonstrated skill.
3. **Context Specific Privileges:** Context refers to the capacity of a facility to support an activity.
4. **Additional Privileging:** This includes privileges which are currently offered in your health authority but which have not yet been discussed and agreed upon provincially for inclusion in a privileging dictionary.

A privilege can be requested by selecting **Requested**. If a privilege is not wanted then select **Not Requested**.

3. CORE PRIVILEGES: OBSTETRICS

Requested: Not Requested:

Comments:

3. CORE PRIVILEGES: OBSTETRICS
Requested: Admit, evaluate, and manage the care of pregnancy, labour and delivery, procedures related to delivery, postpartum care, and care of the newborn, which includes medical and psychiatric conditions that are complicating factors. Assess, stabilize, and determine the disposition of patients with emergent conditions consistent with medical staff policy regarding emergency and consultative services and transfer to another facility. Consult

If there is a procedure included with the privilege that you do not want to practice then it needs to be indicated in the **Comments** text box.

3. CORE PRIVILEGES: OBSTETRICS

Requested: Not Requested:

Comments: Exclude the following: Surgical assist at Caesarean delivery

3. CORE PRIVILEGES: OBSTETRICS
Requested: Admit, evaluate, and manage the care of pregnancy, labour and delivery, procedures related to delivery, postpartum care, and care of the newborn, which includes medical and psychiatric conditions that are complicating factors. Assess, stabilize, and determine the disposition of patients with emergent conditions consistent with medical staff policy regarding emergency and consultative services and transfer to another facility. Consult with other members of the medical staff as appropriate. The core privileges include the

All of the privileges listed in the request form need to be either **Requested** or **Not Requested** before submitting the request form.

You must sign and date the document before the **Submit** button will be available.

Signature: _____ Date: 2015/10/12

Submit Document

The **Action required** and **Status** columns on the AppCentral home screen indicate the action required and if that action has been completed. Once all of the documents have been **Read or Submitted** then the application is considered completed.

My Documents				
Name	Due Date	Action Required		Status
PHSA Appointment to Medical Staff Physicians Contact Help				
BC Medical Quality Initiative Contact Us PHSA v.D1	N/A	Read document		Was Read
Initial Application Instruction Template for AppCentral	N/A	Read document		Was Read
Application	2015/11/28	Wait		Submitted
PHSA-CPC Release_physicians.phsa (07.27.15) pdf fillable	N/A	Read document		Was Read

MEDICAL LEADER REVIEW AND APPROVAL

Once an application package has been accepted by Medical Affairs, the Medical Leader will need to review and approve the application package.



REVIEW AND APPROVAL OF APPLICATIONS WILL FOLLOW EACH HEALTH AUTHORITY'S ESTABLISHED PRACTICE AND PROTOCOLS.

Medical Affairs will need to print all of the documents that have been submitted for the Medical Leaders to review and provide a recommendation:

- The health authority specific review and approval processes will be used.
- The process does not change with the introduction of AppCentral.
- AppCentral introduces a step that requires Medical Affairs to print the documents and send them to the Medical Leader.
- All of the documents must be printed, including the **Provincial Privilege Request** forms. This step will be temporary until iCommittee, another Visual Cactus component, is implemented.

RE/APPOINTMENT BUSINESS PROCESS

APPOINTMENT AND REAPPOINTMENT PROCESSES

Appointment:

- Forms are only pre-populated if you are already credentialed at any other health authority.
- Provincial Privilege Request forms are always based on Specialties.
- You may need to create an AppCentral account (only for new applicants).

Reappointment:

- Reappointment Application and Privilege Request Forms are always pre-populated.
- Provincial Privilege Request forms are based on existing Privileges or Specialties.
- You will already have an account created in AppCentral.

COMPLETE YOUR REAPPOINTMENT

The reappointment process is initiated by your health authority. You will receive a 'no-reply from BC MQI Office' email with a hyper-link you click on to access your reappointment application.

The steps to complete your reappointment application will be the same as the appointment application process. Refer to 'Appointment Application Package' section in this guide.

To start the reappointment process:

- Log into AppCentral using your existing AppCentral ID and password
- If you do not have an existing password, refer to the **"Recover your AppCentral ID or Password"** section in this guide.



PLEASE DO NOT ATTEMPT TO LOG IN USING YOUR CACTUS ID. The CACTUS ID is a unique identifier in CACTUS that is created when you are added to the system by a health authority. You will be required to provide the CACTUS ID and your date of birth during the authentication process.

CHANGE A SITE, CATEGORY OR PRIVILEGE

ADD A PRIVILEGE MISSING FROM YOUR DICTIONARY

The process to add a privilege is outlined on page 2-3 of this guide.

CHANGE A SITE OR CATEGORY

Any request for a change to a Site or Category will not be handled using AppCentral.

BC health authorities will continue to use the current paper-based forms until new Provincial Application forms for those changes/processes are built and integrated into AppCentral.

**Looking to request a change to a site, category or privilege?
Contact your medical affairs office: bcmqi.ca/contact-us**

IF YOU WORK AT MORE THAN ONE HEALTH AUTHORITY

You may be credentialed at more than one health authority at any time.

This section discusses the process to be able to navigate between more than one application package in AppCentral and look at what and when information will be pre-populated.

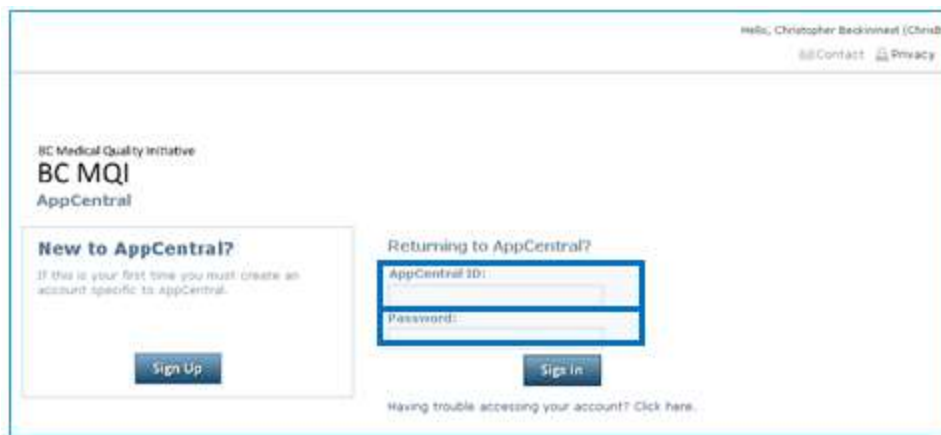
There are three possible credentialing scenarios:

1. Being **appointed** at more than one health authority at once;
2. Being **appointed at one health authority and reappointed at other health authority; and**
3. Being **reappointed** at more than one health authority at once.

NAVIGATING BETWEEN HEALTH AUTHORITIES

AppCentral enables you to access application forms from other health authorities from a single location. Once you have initiated the application process with a health authority using the **emailed invitation** you can then view the **Additional documents** and activities at another health authority from the AppCentral home page.

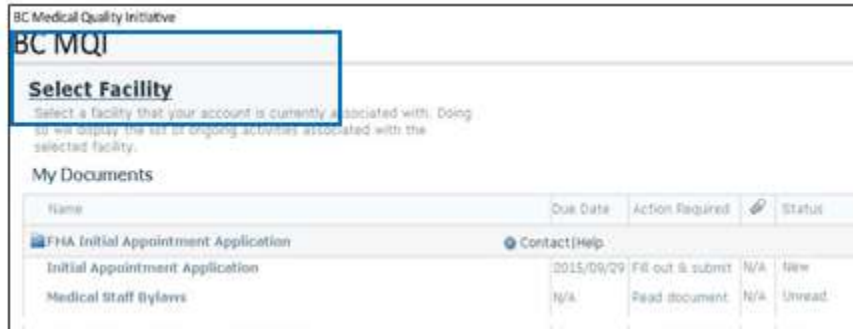
- When you receive any invitation from a health authority you **MUST** use that link to access AppCentral.
- Clicking on the invitation hyperlink “links” the specific invitation to the existing login.
- You should then use your existing **AppCentral ID** and **Password** to login so that you can see all applications.



The screenshot shows the AppCentral login interface. At the top right, it says 'Hello, Christopher Beckinwell (ChrisB)' with links for 'Contact' and 'Privacy'. The main heading is 'BC Medical Quality Initiative BC MQI AppCentral'. There are two main sections: 'New to AppCentral?' with a 'Sign Up' button, and 'Returning to AppCentral?' with input fields for 'AppCentral ID:' and 'Password:', and a 'Sign In' button. At the bottom, there is a link: 'Having trouble accessing your account? Click here.'

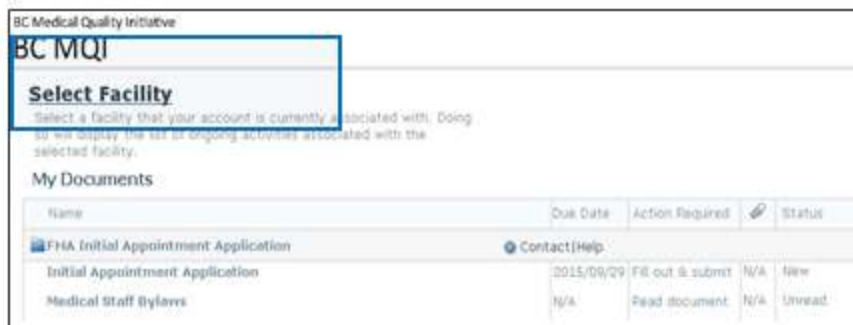
- If there is an ongoing application with another health authority then **Additional documents and activities** will be highlighted indicating that action by the practitioner is required.
- All health authorities that the practitioner has an ongoing application with, will be listed under the **Affiliated Facilities** heading.

To access an application invitation from another health authority you will see the **Select Facility** link (see image below). This link will not contain another health authority until you have initiated the application process.



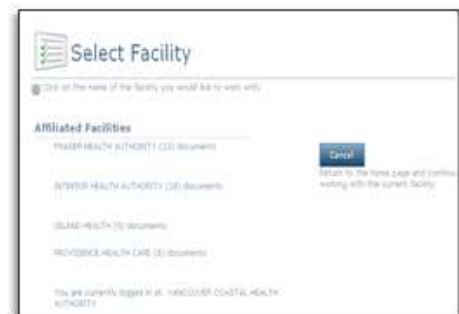
You will be able to navigate between the application processes for each health authority using the **Additional documents and activities** link on the AppCentral home screen.

- This link is only display when the AppCentral account is linked to more than one health authority.
- When a practitioner is only at one health authority then the title says **Select facility**.



You can access documents that need to be completed at more than one health authority by:

- Selecting **Additional documents and activities** to access an application form at another health authority and be able to navigate between the health authorities.
- The same AppCentral account must be used for each health authority to ensure this feature works.
- You will only be able to move between health authorities after you sign-in and authenticate yourself at that health authority.
- The authentication occurs when the first document in the application process is selected.



RECOVER YOUR APPCENTRAL ID AND PASSWORD

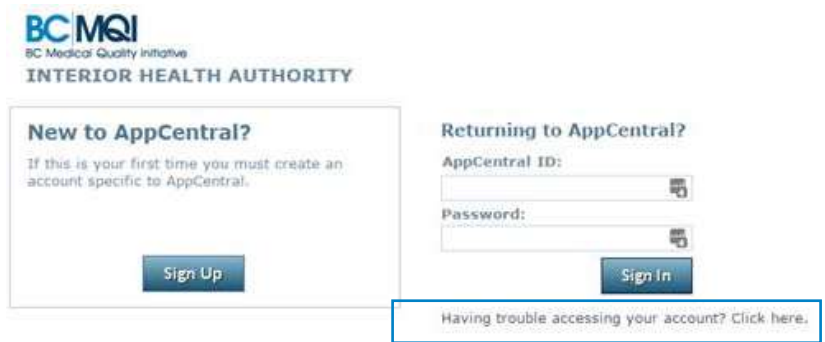
This guide shows you how to regain access to your AppCentral account in these scenarios:

- I forgot my AppCentral ID
- I forgot my AppCentral password
- I forgot *both* my AppCentral ID and password and I no longer have access to the email on this account

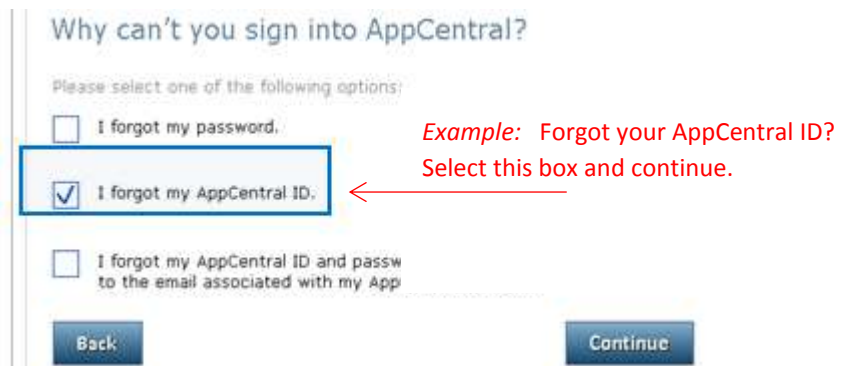
**TIP: Have you forgotten both your password and your AppCentral ID?
Retrieve your AppCentral ID first – you'll need it to reset your password.**

START WITH THESE 2 STEPS

1. Go to the AppCentral home screen and select:
Having trouble accessing your account.



2. Select the box that describes your situation and then continue.



IF YOU FORGOT YOUR APPCENTRAL ID

3. Enter the email and last name on your AppCentral account.
4. A confirmation page will show that a message has been sent to the email address linked to your account.

5. Go to your email for a message with the subject line: *AppCentral – Your ID*.

Your ID will be in the email.

IF YOU FORGOT YOUR APPCENTRAL PASSWORD

3. Enter your AppCentral account details.
- NOTE –
You will need your name and AppCentral ID.
4. A confirmation page will show that a message has been sent to the email address linked to your account.

5. Go to your email for a message with the subject line: *AppCentral – create my new password*.
Follow instructions to reset your password.

IF YOU FORGOT BOTH YOUR APPCENTRAL ID AND PASSWORD

(AND YOU CAN NO LONGER ACCESS THE EMAIL ASSOCIATED WITH YOUR ACCOUNT)

3. Enter your AppCentral account details.

You'll be asked to enter:

- First and last name
- 3 possibilities for what you may have used as an AppCentral ID

4. Correctly answer the challenge question.

This is a question you selected when you created the account.

5. The last step is to verify your email address and create a new password before signing in to AppCentral.

6. A confirmation screen will show that you have regained access to your account.

Still can't access your AppCentral account?

Contact your local medical affairs office for help: bcmqi.ca/contact-us/

PASSWORD SECURITY AND CONFIDENTIALITY

Your account security

BC MQI is committed to keeping your information private and secure. However, you play an important role in maintaining the security of your AppCentral/CACTUS account.

Keeping your password secure and confidential

1. The first key is to create a strong password

New passwords in AppCentral must meet these requirements:

- Be at least 10 characters long
- Have at least one number and one letter
- Have at least one special character (except the <)

And also be sure to avoid passwords that are easy to guess.

- Don't use your user name, your real name, family names, birthdays, pet names, house or phone numbers, or common words like "password."

2. To maintain a secure account, be sure to keep your password confidential.

Best practices to keep your password confidential:

- 1. Do not re-use previous passwords.**
 - **Ideally, create unique passwords for each health authority application and each system log in.**
- 2. Never share your password with anyone.**
 - **This includes administrative support staff, co-workers, colleagues or others in the workplace.**
- 3. Do not write your password down or store it electronically on your computer.**

Act quickly if your password confidentiality is compromised.

Reset it immediately through the process within AppCentral, or [contact medical affairs](#) for assistance.

Need to reset your password?

Go to the [RECOVER YOUR PASSWORD](#) section in this guide.

*A note on mobile devices

Please note that AppCentral and other CACTUS modules (such as iCommittee) are not supported for use on mobile devices, such as smartphones and tablet computers or iPads.

MANAGE YOUR APPCENTRAL ACCOUNT

Manage the settings in your AppCentral account using the **Account** link at the top of the AppCentral home page.



The **Update my account** page contains three sections.

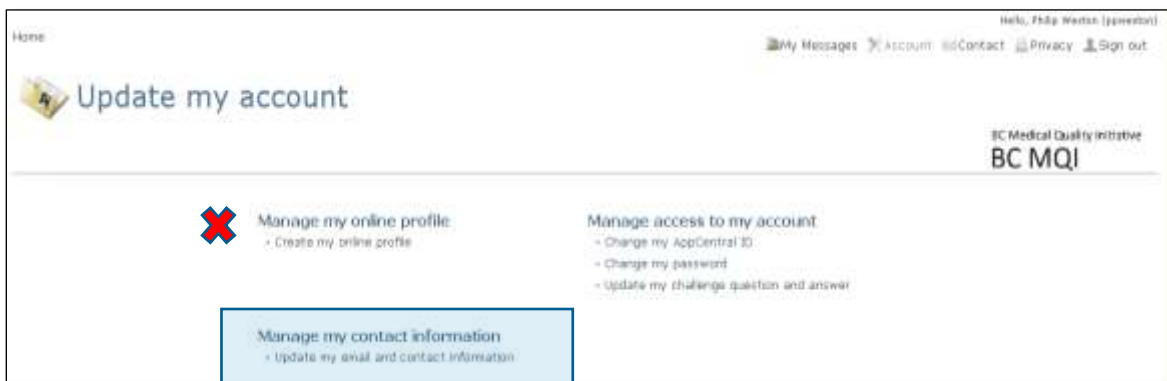
1. **Manage my online profile** – DO NOT USE. This link is not functional in AppCentral.
2. **Manage my contact information** – Use ONLY to update the name or email linked to your AppCentral account.

Note: *This will not alert the health authority of any changes.*

3. **Manage access to my account** – Use this maintain your AppCentral ID, password and challenge question.

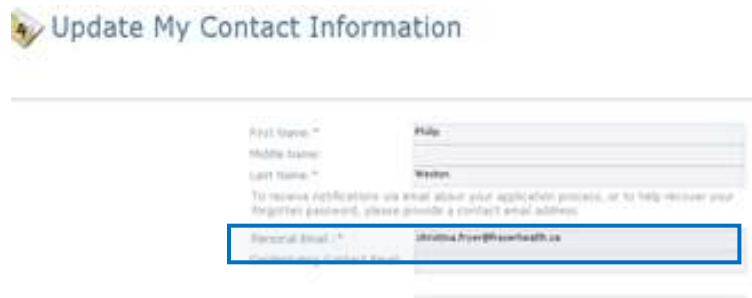
MANAGE MY CONTACT INFORMATION

Select this to update your email—but note that the email will be updated in AppCentral ONLY.



⚠️ MANAGE MY ONLINE PROFILE– DO NOT USE THIS LINK. This link is not enabled and using it will not update the health authority of your changes.

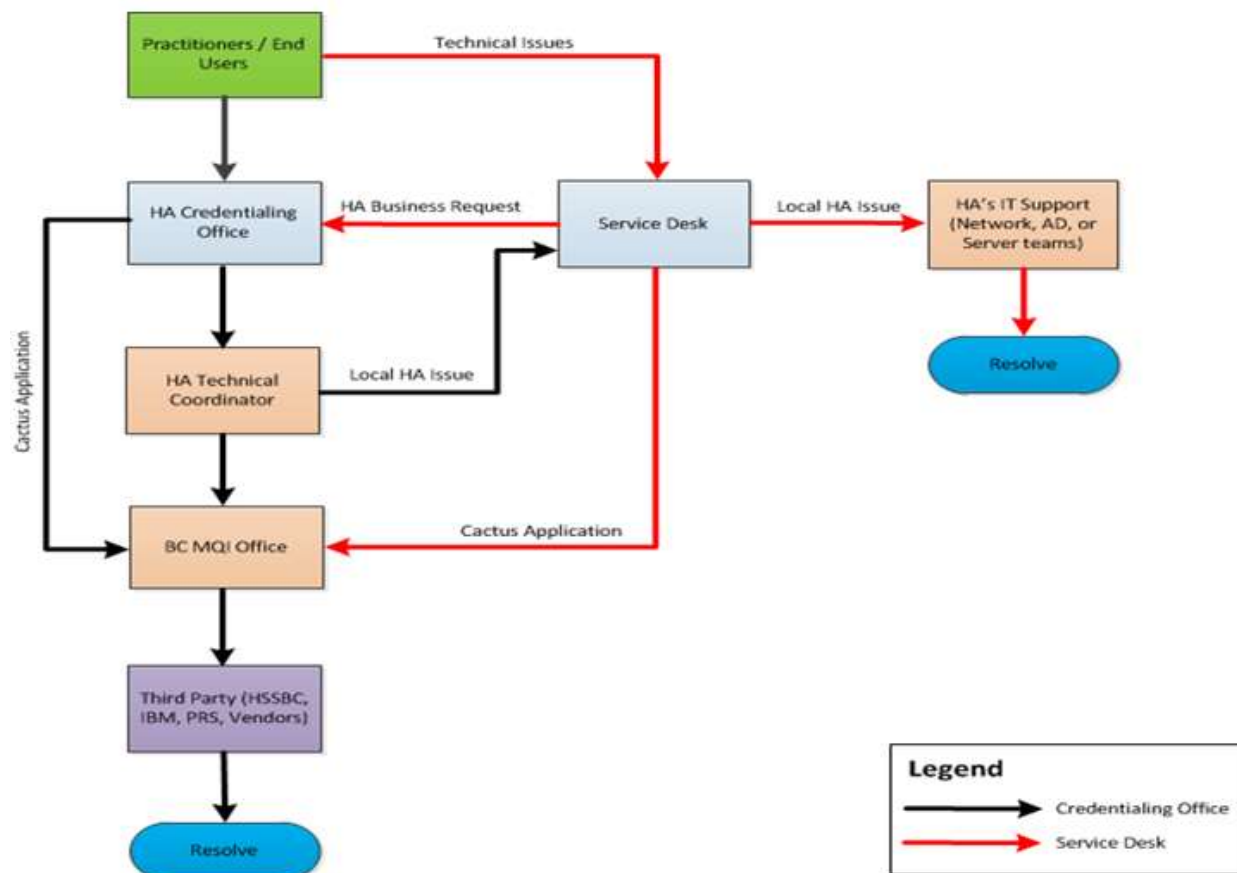
- Enter your updated **Personal Email** in the **Update My Contact Information**.



BC MEDICAL QUALITY INITIATIVE (BC MQI) SUPPORT MODEL

The BC MQI office is a single management group responsible for the ongoing maintenance and enhancement of the credentialing and privileging solution/program, including the system, business processes and implementation of the provincial privileging dictionaries.

Below is a visual representation of the BC MQI Support model:



APPENDIX A – TERMS OF USE AGREEMENT (FOR REFERENCE)

The following is the **Terms of Use Agreement** that you will need to review and accept to be able to access to the AppCentral Database of the Provincial Practitioner Credentialing & Privileging (C&P) Program:

Terms of Use

Purpose

The Provincial Practitioner Credentialing & Privileging (C&P) Program is committed to ensuring that members of medical staff have the requisite credentials and privileges to provide appropriate and safe care to patients. The C&P System will be used by all BC Health authorities to manage standardized credentialing and privileging processes.

The purpose of this document is to ensure those practitioners accessing the AppCentral Database understand and adhere to the required protocols and protective measures used to safeguard the database.

Acknowledgement

- I understand that the Provincial Practitioner Credentialing & Privileging (C&P) Program software application is a product of CACTUS Software. The software was purchased by PHSA and is utilized by BC Health authorities for the purpose of collection, use and disclosure of information necessary to complete the credentialing and privileging process for BC Health authorities in accordance with the British Columbia *Freedom of Information and Protection of Privacy Act* (FIPPA) section 26 (a) and (c), or for their affiliates, in accordance with the BC *Personal Information Protection Act* (PIPA) section 8. I understand I can direct any questions related to the Provincial Practitioner Credentialing & Privileging (C&P) Program to:

BC Medical Quality Initiative
Provincial Health Services Authority
Suite 202 - 601 West Broadway
Vancouver, British Columbia
V5Z 4C2 Canada
support@bcmqi.ca

ID and Password

- I understand that I will need to create a unique identification (ID) code and password to access AppCentral and that I am responsible for maintaining the confidentiality of my user ID and password, and that any misuse of my user ID and password, intentional or unintentional, violates Health Authority and Provincial Practitioner Credentialing & Privileging (C&P) Policies. I understand that if, at any time, I feel that the confidentiality of my password has been compromised, I will change it by going through the authorized process provided by AppCentral.

- I understand that the participating Health authorities, and the Provincial Practitioner Credentialing & Privileging (C&P) program, assume no responsibility for, and disclaim any and all liability or damages arising from a breach of confidentiality resulting from my sharing or loss of my password.

- I understand that if the Health Authority, or the Provincial Practitioner Credentialing & Privileging (C&P) program discovers that I have inappropriately shared my password with another person, or that I have misused or abused my access with AppCentral, my continued access to AppCentral may be discontinued without prior notice.

Communication received through AppCentral

- I understand all communication with the Credentialing/Medical Staff Services staff will be completed through AppCentral, email communication external to AppCentral, and through direct conversation. The anticipated turnaround time for my response to electronic messages is 1 to 2 business days. I will only receive two reminders to submit the completed information. Failure to submit information may result in a delay of appointment or reappointment to any of participating Health authorities.

Integrity and Validity of Information Submitted through AppCentral

- I understand, acknowledge and agree that all information I submit for the credentialing and privileging processes, through AppCentral, is true, accurate, and complete. I agree to supplement the information in my application and supporting documents should any statement, although true when made, may become untrue due to change or discovery of new information. I also understand that the documents completed in AppCentral may also contain further attestations and statements that require me to validate that the information is true, accurate, and complete

Use of an Electronic Signature

- I understand that an electronic signature can be used with any document provided through AppCentral.

- I hereby acknowledge that my typed name on a signature line on any document provided through AppCentral is the same as, and equates to, my written signature. I understand that this electronic signature represents my written signature and is no less official or binding as a written signature.

Notice of Computer and Network Security

- I understand that AppCentral is a component of a computer resource that has been purchased by PHSA on behalf of the Health authorities and the Provincial Practitioner Credentialing & Privileging (C&P) Program. These resources, including all related equipment, networks, and network devices (specifically

including Internet access), are provided only for authorized use. Health Authority computer resources may be monitored for lawful purposes. Such monitoring may include auditing for inappropriate access and security testing by authorized persons to test or verify the security of this system and protect against unauthorized access. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. All information, including personal information, placed on or sent over this system may be used for authorized purposes only. Evidence of unauthorized use may be used for administrative, criminal or other disciplinary action.

Disclaimer

- I understand that AppCentral may not be available at all times due to system failures, back-up procedures, maintenance, or other causes beyond the control of Health Authority. Access is provided on an "as-is, as-available" basis and does not guarantee that I will be able to access AppCentral at any particular time. During times when AppCentral is unavailable, I understand that the aforementioned communication methods should be used to access the Credentialing/Medical Staff Services Department at the applicable Health Authority.

APPENDIX B – DECLARATION FORM (FOR REFERENCE)

The following is the **Declaration for Appointment to the Medical Staff** that you will need to review and accept to be able to submit your Provincial Appointment and Reappointment Application using AppCentral:

APPOINTMENT – ALL INFORMATION IN THIS SECTION APPLIES TO PRIMARY SITE			
Primary Site: Select Item...		Medical Staff Category Requested: Select Item	
Requested Start Date: (yyyy/mm/dd)		End Date if Locum Tenens or Temporary: (yyyy/mm/dd)	
Primary Department: Select Item	Additional Department: Select Item	Additional Department: Select Item	Additional Department: Select Item
Primary Division (if applicable): Select Item	Additional Division: Select Item	Additional Division: Select Item	Additional Division: Select Item
Current and previous restrictions to license or scope of practice (voluntary, self-imposed, imposed)			<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION FOR APPOINTMENT TO THE MEDICAL STAFF		
If the answer to any of the following questions is "yes", please give full details in the text box that will pop up. Answering "yes" to any of the questions does not necessarily preclude appointment to the Medical Staff. The Health Authority will use this information to assess your ability to deliver appropriate patient care.		
	YES	NO
Based on your personal history, your present circumstances or any professional opinion or advice you have received, do you have any condition that may impair your ability to deliver appropriate patient care or carry out the duties of your position?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever:	YES	NO
<ul style="list-style-type: none"> suffered from a physical or mental ailment, an emotional disturbance or problem related to drugs or alcohol use that affected your ability to deliver appropriate patient care? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> been convicted of a criminal offence in Canada or elsewhere, or are you currently charged with a criminal offence in Canada or elsewhere that has not been decided by a court? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> had legal action brought against you relating to your professional practice where there was a finding of liability against you or a settlement was made on your behalf? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> voluntarily resigned a Medical Staff appointment or volunteered to restrict your privileges or private practice, <ul style="list-style-type: none"> during an investigation into your practice, or on the advice of a licensing body, professional organization or health authority? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> had an appointment and/or privileges at any hospital or non-hospital healthcare facility denied, suspended, altered, revoked or not renewed? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> been the subject of disciplinary action or a change in licensure status by a licensing body or professional organization? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> been denied registration with a College or professional organization that regulates your profession? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> been denied professional liability insurance or coverage? 	<input type="checkbox"/>	<input type="checkbox"/>

GLOSSARY

Accepted Document: An accepted document is a document that is complete and requires no additional input from the practitioner.

AppCentral Web: An online application that assists in managing the on-line submission of a practitioner's appointment or reappointment application using the internet.

Attachment: An attachment is an image that the practitioner uploads to a Fill out and submit document.

BC Medical Quality Initiative (BC MQI) The BC MQI office is a single management group responsible for the ongoing maintenance and enhancement of the credentialing and privileging solution/program, including the system, business processes and implementation of the provincial privileging dictionaries.

Completed Process: A process is completed when all of its documents have been filled out, submitted and accepted without any need for further input from the practitioner.

Context Specific privileges take into account what medical services / procedures a facility can support.

Core privileges: Are activities that a practitioner of a discipline can reasonably be expected to perform.

Documents: Documents may be defined as either the images and/or fill-in forms presented to practitioners when beginning a process or may be defined as the static documents uploaded into AppCentral for use within a process (jpg, gif, png, tiff, bmp, or pdf). Types of AppCentral documents include: Data Entry or Fill and Submit, Print and Fax, and Read-Only documents.

Electronic Signature: Certain documents can be signed electronically by the practitioner prior to submitting. These documents can vary per organization, those that cannot be signed electronically should be 'Print' documents. The practitioner will print the document and fax it into AppCentral; you will receive a PDF image of the faxed document in AppCentral once submitted.

Facility: A facility is an entity. Also a generic title for a health care facility in a BC Health Authority.

Fill out and Submit Documents: Fill out and submit documents allow the practitioner to enter data directly into the document and return it electronically. An example of a Data Entry document would be an initial or reappointment application. Data Entry documents are built and deployed by CACTUS Software.

Image: An image is any photo or document uploaded by the practitioner into AppCentral (profile picture, etc.).

Initial Application: This type is intended for processes to be completed by Practitioners as their first Application with the facility. The email invitation generated when this type of process is initiated will state that an "Initial" invitation was sent. Authentication is required.

Non-core privileges are activities which are outside of the core privileges that have required further training or demonstration of skill.

Practitioner: An individual who is credentialed and privileged in the province of British Columbia at a Health Authority. CACTUS refers to practitioners as Practitioners.

GLOSSARY CONTINUED

Practitioner Agreement: The first time a practitioner encounters an AppCentral process you have the ability to specify a practitioner agreement of which you wish for them to adhere. This agreement is between the practitioner and your organization and is often authored by your legal department. A practitioner agreement is optional; however, if a practitioner agreement is present, then the practitioner must agree to it in order to initiate the process.

Practitioner Authentication: This is a vetting process intended to authenticate the practitioner's identity via a series of security questions at the start of a process. When a practitioner is invited to complete an application online they will need to verify their identity prior to accessing a pre-populated application.

You would need to provide one or more of the following data elements: Corporate ID, Entity ID, and DOB, SIN, MINC, and Prov. Bill #. This prevents unauthorized access to sensitive practitioner information. The data element(s) identified for Authentication should be consistently populated with accurate data. The only two data elements that can be used in BC are Corporate ID and Date of Birth (DOB).

Practitioner Email Addresses: A practitioner is invited to complete their application in AppCentral via their email address. The email used is populated on the corporate tab of the practitioners form in CACTUS. This field should be populated with the practitioners preferred email address

Provider: A provider is a term used by CACTUS to refer to a practitioner. See 'practitioner'.

Read-Only Documents: Documents not requiring any action from the practitioner are Read-Only documents in AppCentral. Once a Read-Only document has been opened, the document will be marked as "Read" and Medical Affairs will know the practitioner has viewed the document information via AppCentral. An example of a read-only document may be a hospital's by-laws sent to the practitioner for their reference.

Reappointment Application: This type is intended for processes to be completed by practitioners seeking to renew their current reappointments. The email invitation generated by this type of process will state that a "Reappointment" invitation was sent. Authentication is required.

Submitted Document: A submitted document is a document which has been filled out by the practitioner and submitted for review.

Terms of Use Agreement: In order to begin using AppCentral, the practitioner must consent to participate in an electronic process via a 'Terms of Use' agreement which is defined by CACTUS Software.

Users: The individuals that currently process applications will need to have user accounts in AppCentral. Multiple users can be placed in a Workgroup if they have shared responsibilities. Practitioners will also need to create user accounts to access AppCentral.

Visual CACTUS: System to maintain and track credentialing information for all members of the medical staff. This includes everything needed to credential a practitioner and manage data.