

COMPLETE (OR FILL OUT) APPCENTRAL DOCUMENTS

Quick User Guide

Getting started

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.

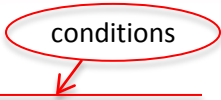
BC MQI

Select Facility

Select a facility that your account is currently associated with. Doing so will display the list of ongoing activities associated with the selected facility.

My Documents

Name	Due Date	Action Required		Status
<div style="display: flex; justify-content: space-between;"> FHA Initial Appointment Application Contact Help </div>				
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



Four conditions are displayed for each document:

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.

How to start an application process

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

- 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*.

Action Required: Fill out & submit, Due Date: 2015/09/29 (1 of 3 documents)

Please review the entire application for accuracy and completeness. The following fields must be populated to submit the application.

- Fields highlighted in red must be completed or corrected. - 2, 3, 4, 5, 11, 12

Page 2: Business Contact Information, Demographics, Home Contact Information, Languages, Permanent Residency, Work Permit

Page 3: College ID Number, Declaration for Application for Permit to Practice, Demographics, Emergency Contact Information, Professional Liability Protection

Page 4: References

INITIAL APPLICATION

REFERENCES

Name **THREE PROFESSIONAL REFEREES** with whom you have worked within the last three years. One must be the Chief of Staff or Senior Medical Administrator of the organization in which you most recently worked or the Post Graduate Program Director, if you have recently completed post graduate training.

Applicants requesting privileges requiring special skills must include at least one reference specifically addressing recent training and/or experience in these areas.

Additional references may be requested.

Name: Organization: Position:
 Address Line 1: Address Line 2:
 City: Province: Postal Code:
 Professional Relationship: Email: Phone:

Document Menu Items

Some features are available in the drop-down menu—located in the document header—when you click the **Menu** tab.

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

Action Required: Fill out & submit, Due Date: 2015/09/29 (1 of 3 documents)

Initial Appointment Application

Messages

Attachment Reminder: Test Attach Reminder added later

There are no pending attachment requests.

Actions

- Add Attachment
from computer, via fax, or use past attachments
- Export to PDF
Create a PDF to print, save & email, etc.
- Export to PDF (Advanced)
Create a PDF to print, save & email, etc.
- Submit Document
Send for review

Menu

Please review the entire application for accuracy and completeness. The following fields must be populated to submit the application.
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Page 2
Business Contact Information
Demographics

Fax or Attach Image Submit

INITIAL APPLICATION