

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



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

OnHealthID Enrollment to eForm Licensed Practitioner

- Validate your
College License ID

Already enrolled?
Skip to [slide 7](#)

Unlicensed Practitioner Endorsement

- NEW
- Endorsed by
licensed
Practitioner

Step 1: Complete Training

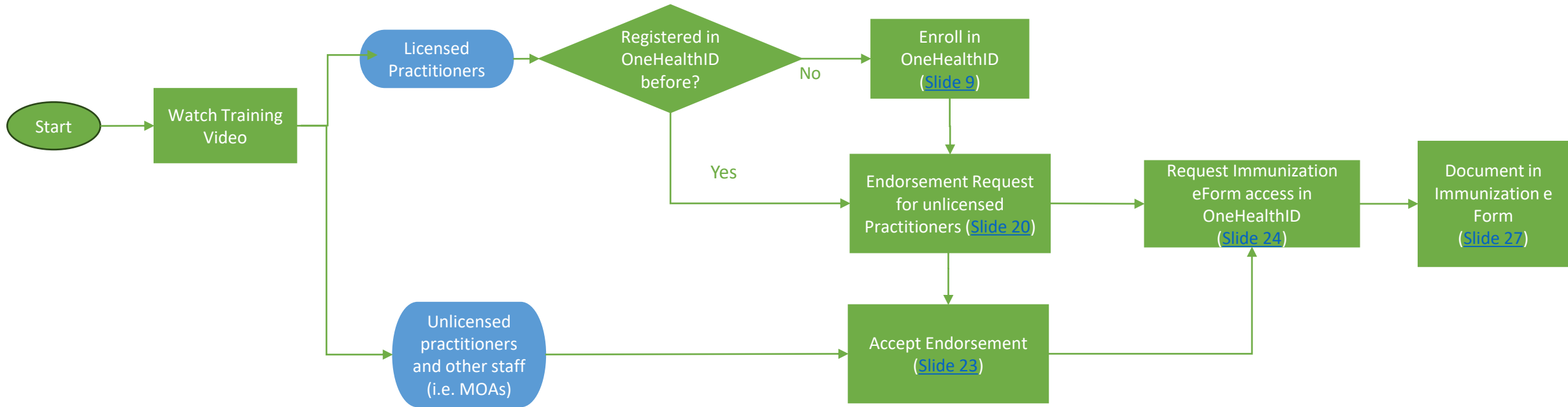
Immunization Entry eForm training is self-directed using online videos.

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.

➤ [Expanded Immunization Entry eForm](#)

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



If you already enrolled last year...

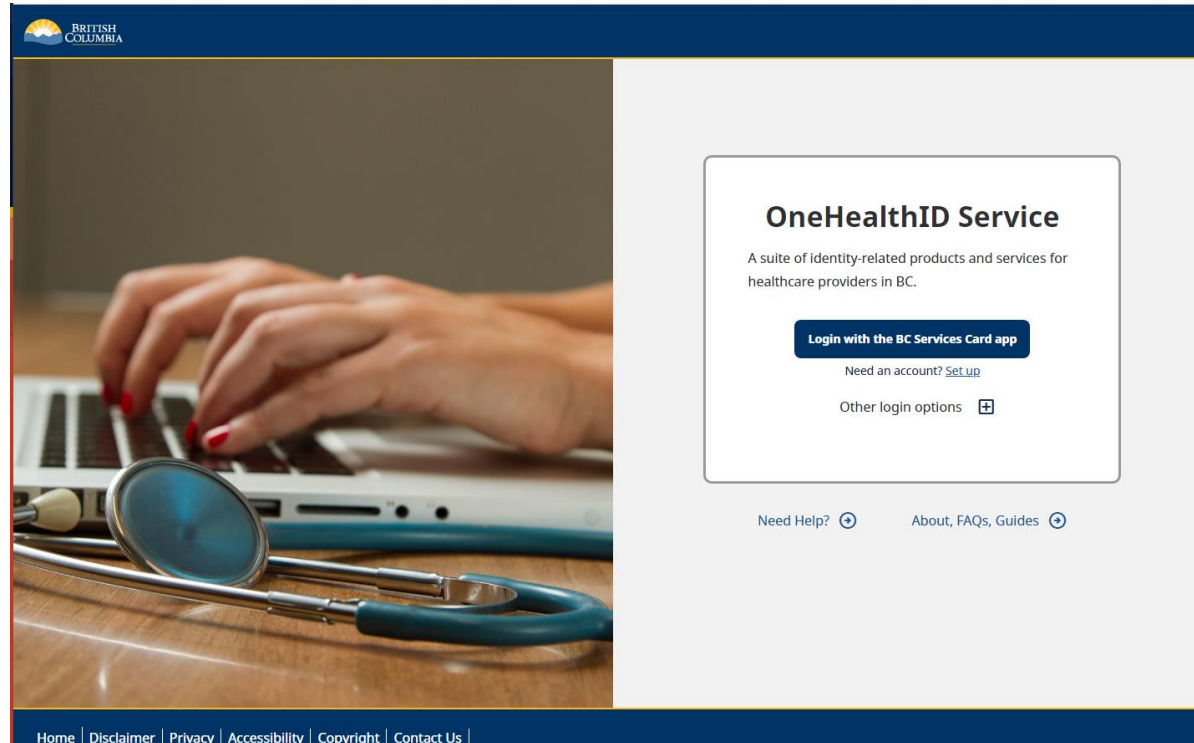
- Licenced Practitioner
 - Please login to eForm here: <https://www.eforms.healthbc.org/login>
 - If your account is deactivated, please email: eFormsEnrolment@phsa.ca
 - If you would like any unlicensed practitioners in your clinic to support documentation, please endorse them via the OneHealthID Portal by following the instructions on [slide 20](#)
- Unlicensed practitioners and other staff (i.e. MOAs)
 - Please get re-enrolled this year through the OneHealthID portal following the instructions on [Slide 21](#)

Step 2- OneHealthID Enrollment Licensed Practitioner

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

Step 2- OneHealthID 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 or 250-857-1969

2.2 Collection of personal information notification

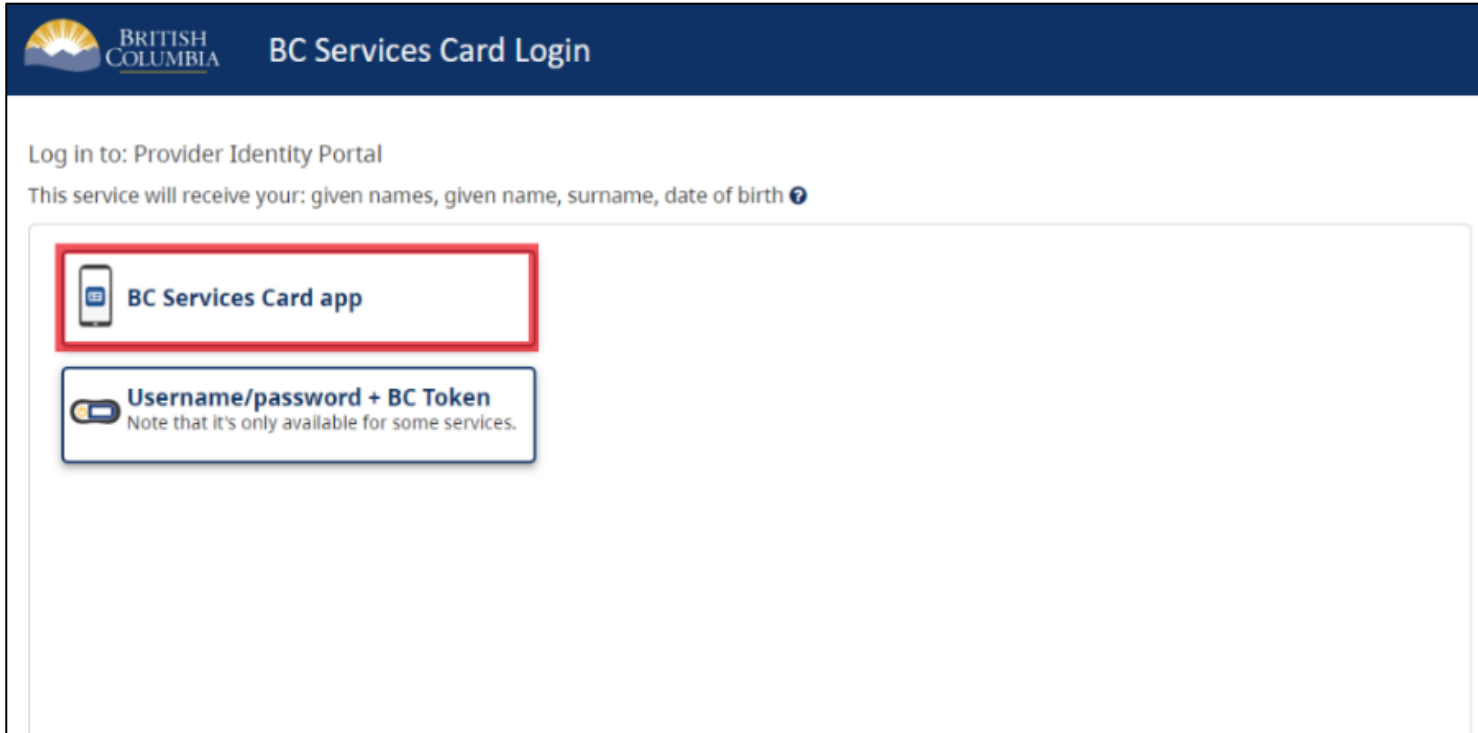
 **Collection Notice**

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
- 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*




The screenshot shows the 'BC Services Card Login' page. At the top, there is a dark blue header with the 'BRITISH COLUMBIA' logo and the title 'BC Services Card Login'. Below the header, the text 'Log in to: Provider Identity Portal' is displayed, followed by a note: 'This service will receive your: given names, given name, surname, date of birth'. Two login options are presented in a light grey box. The first option, 'BC Services Card app', is highlighted with a red rectangular border and includes a smartphone icon. The second option, 'Username/password + BC Token', includes a token icon and a note: '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

 **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.

iPhone

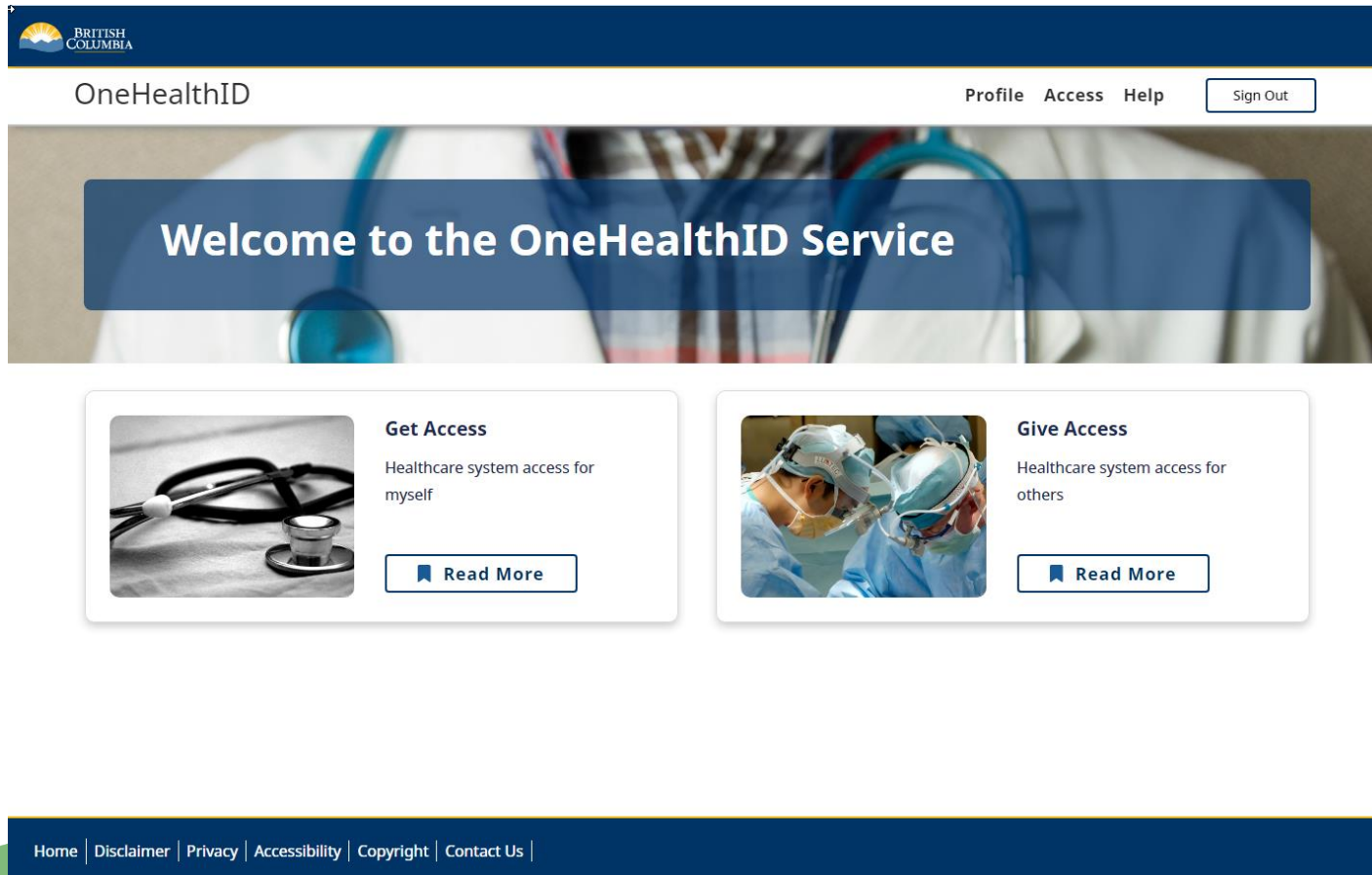
☐ **Pair again next time**
Choose this option if you're using a shared computer - like at a library.

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.

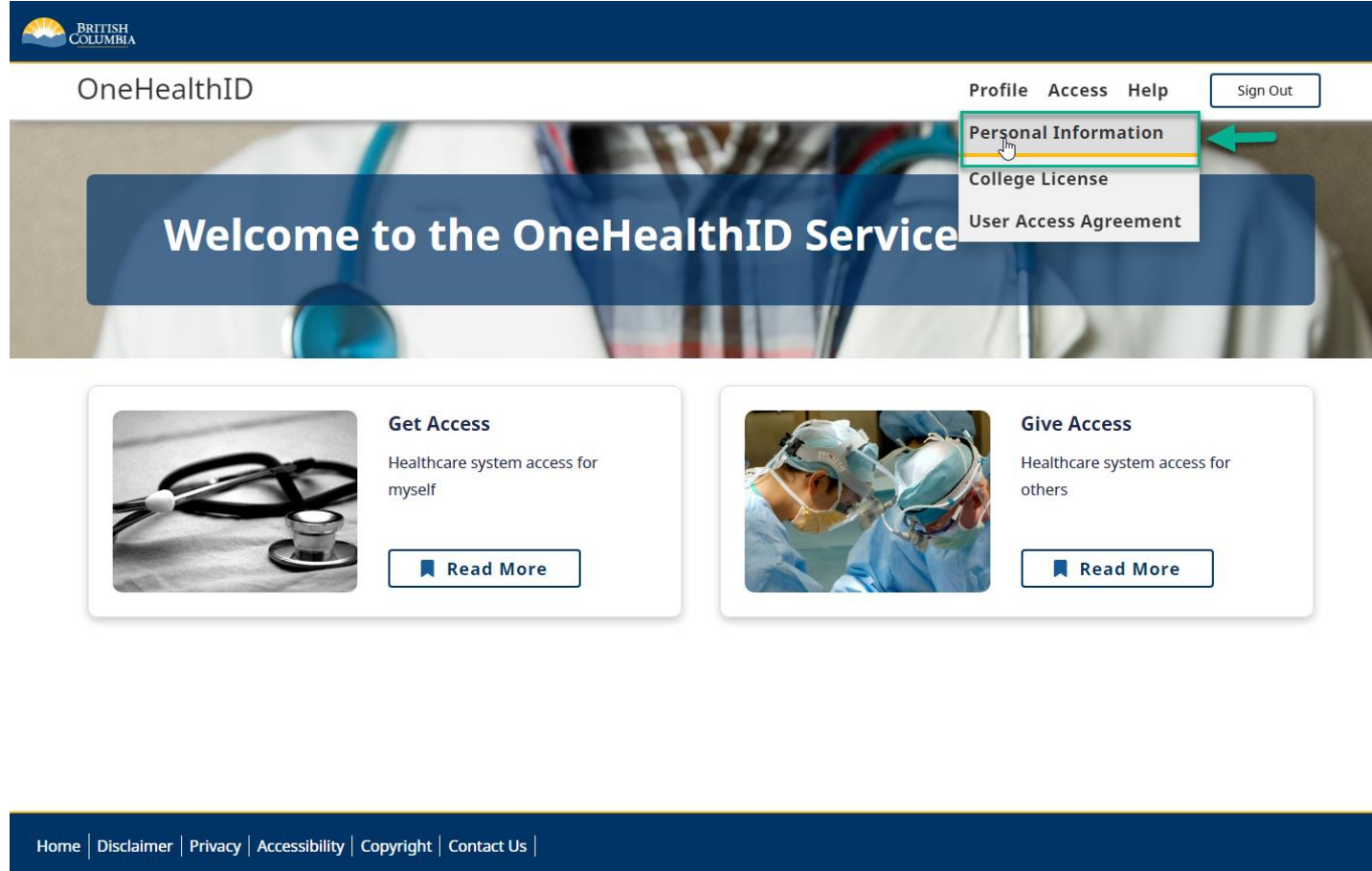
Support for BC Service Card:
Canada and USA toll free: 1-888-356-2741
Lower Mainland or outside Canada and USA: 604-660-2355

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



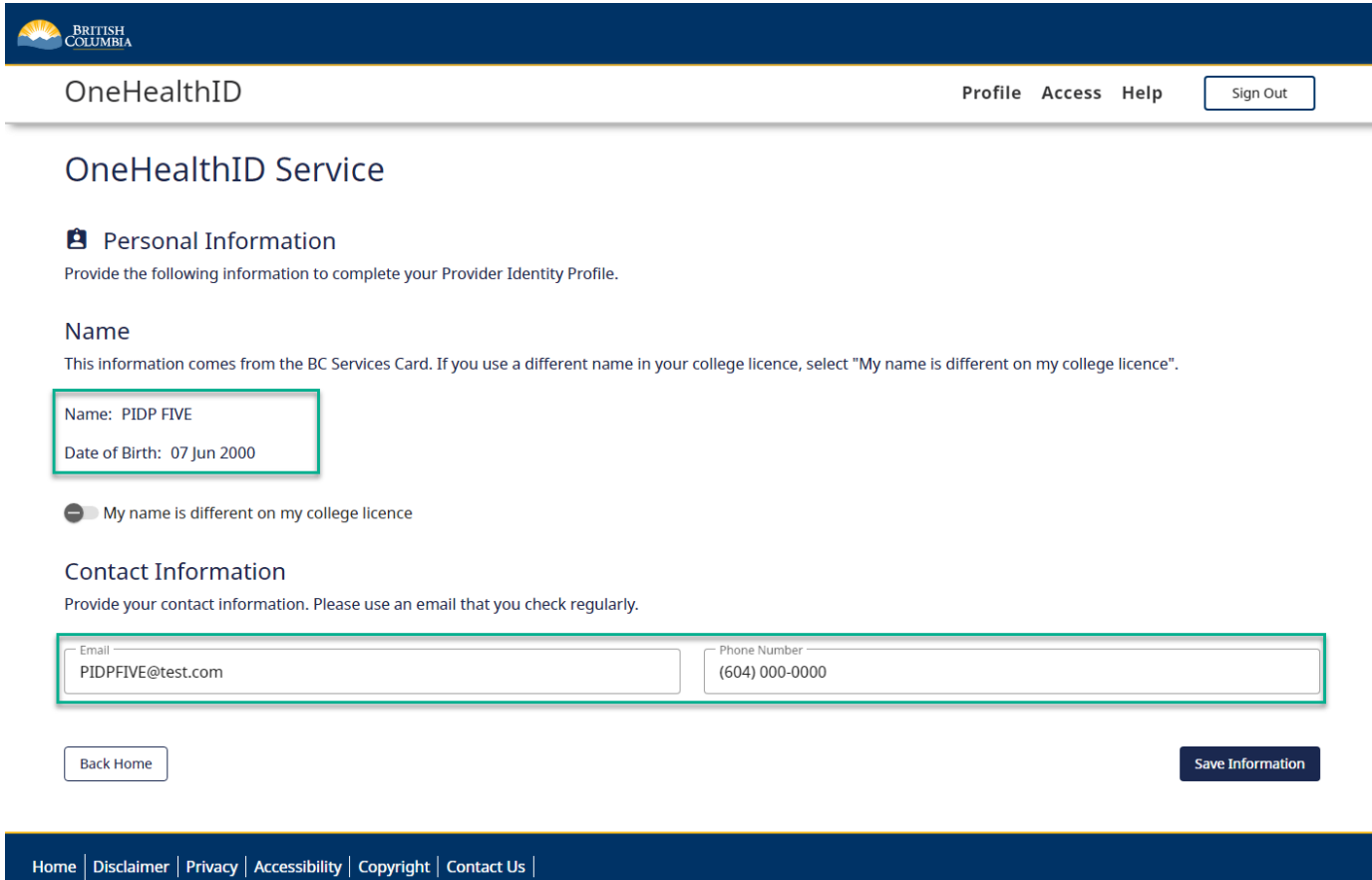
Note: If you have already accessed the OneHealthID portal in the past, some steps may show as completed already. When this occurs, simply proceed to the next step.

2.6 Provide Contact Details



- The first step a user must complete after logging onto the portal is providing their contact details.
- On the portal page, click “Profile” on the top menu, then select “Personal Information” to review and update your contact information

2.7 Provide a contact Email and Phone Number



The screenshot shows the OneHealthID Service profile page. At the top is a dark blue header with the British Columbia logo on the left and navigation links for Profile, Access, Help, and a Sign Out button on the right. Below the header, the page title 'OneHealthID Service' is displayed. The main section is titled 'Personal Information' with a sub-instruction: 'Provide the following information to complete your Provider Identity Profile.' Under this, there is a 'Name' field with the value 'PIDP FIVE' and a 'Date of Birth' field with the value '07 Jun 2000'. A checkbox labeled 'My name is different on my college licence' is currently unchecked. Below the personal information section is the 'Contact Information' section with the instruction: 'Provide your contact information. Please use an email that you check regularly.' It contains an 'Email' field with the value 'PIDPFIVE@test.com' and a 'Phone Number' field with the value '(604) 000-0000'. At the bottom of the form area are two buttons: 'Back Home' and 'Save Information'. The footer of the page contains a dark blue bar with links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

BRITISH COLUMBIA

OneHealthID

Profile Access Help Sign Out

OneHealthID Service

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: PIDP FIVE
Date of Birth: 07 Jun 2000

☐ My name is different on my college licence

Contact Information

Provide your contact information. Please use an email that you check regularly.

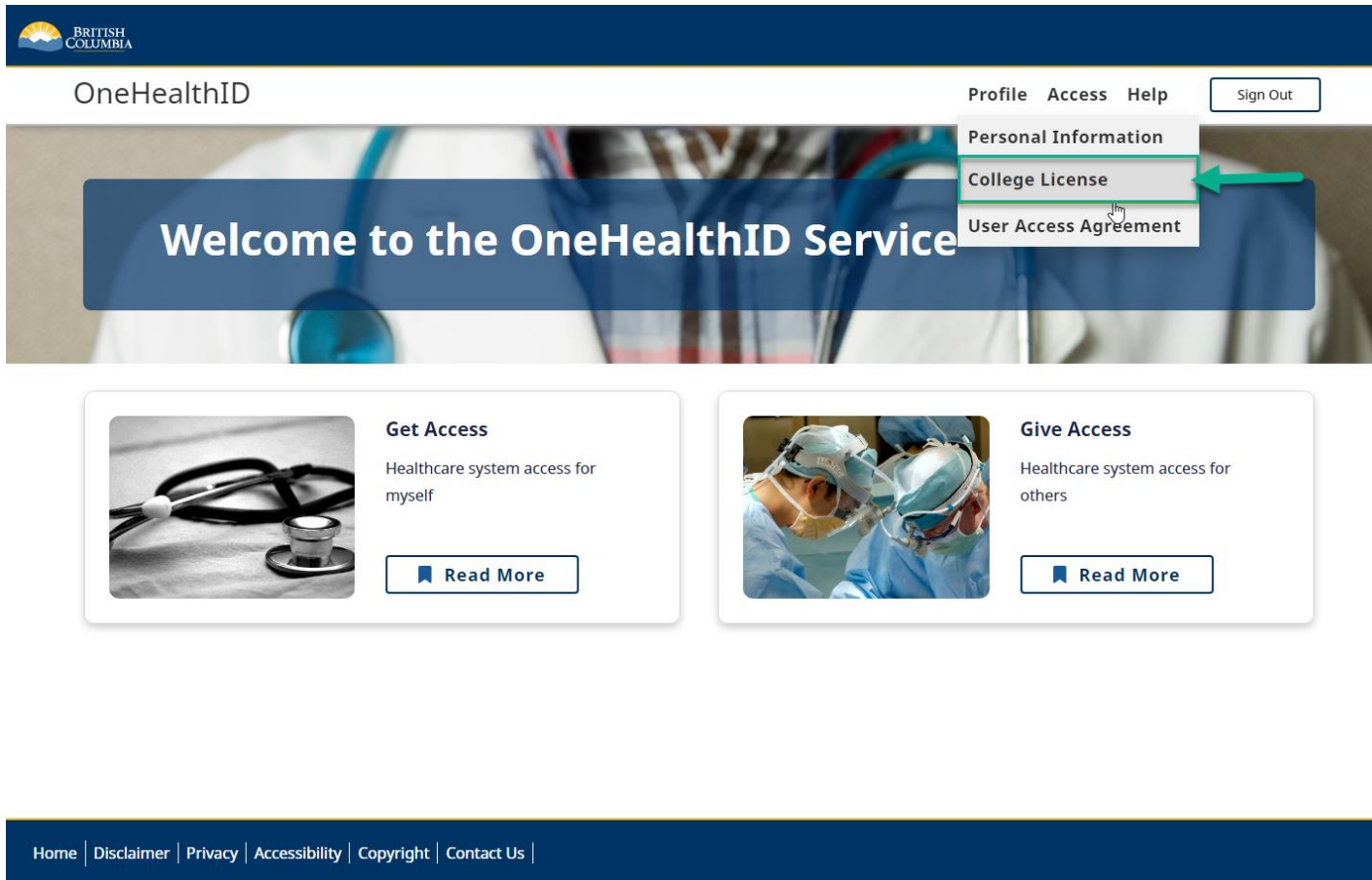
Email: PIDPFIVE@test.com
Phone Number: (604) 000-0000

Back Home Save Information

Home | Disclaimer | Privacy | Accessibility | Copyright | Contact Us |

- 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

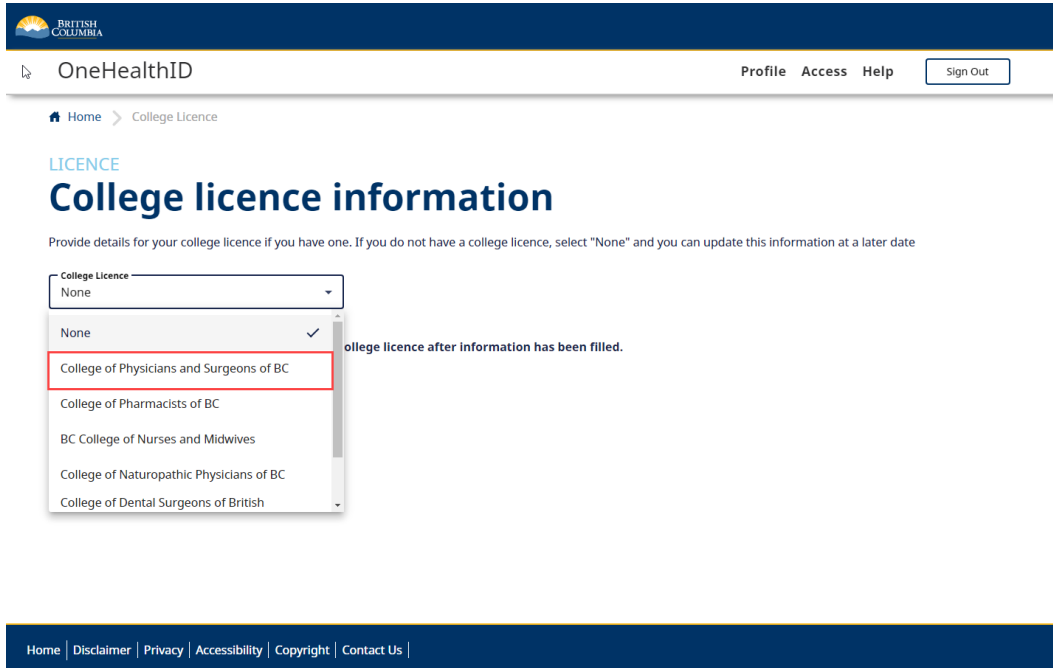


Once you have provided your contact information, the next step is to provide your college license and agree to the user access agreement.

On the home page, click “Profile” on the top menu, then select “College License”

2.8 Provide College License Information

Click the College License drop-down list



BRITISH COLUMBIA

OneHealthID Profile Access Help Sign Out

Home > College Licence

LICENCE

College licence information

Provide details for your college licence if you have one. If you do not have a college licence, select "None" and you can update this information at a later date

College Licence
None

College Licence after information has been filled.

None ✓

College of Physicians and Surgeons of BC

College of Pharmacists of BC

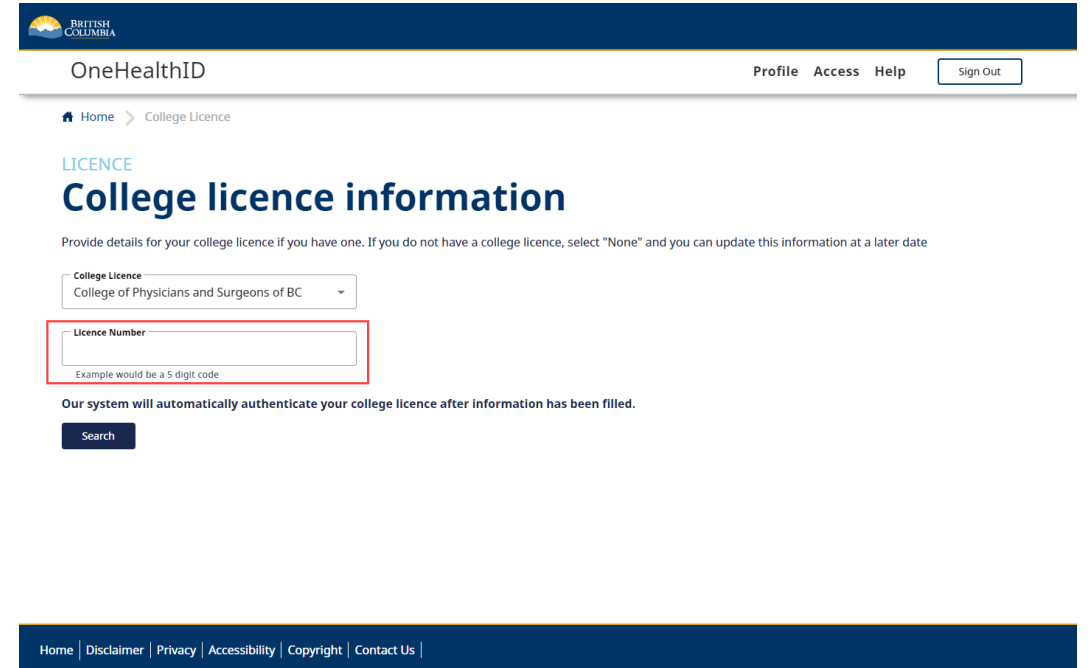
BC College of Nurses and Midwives

College of Naturopathic Physicians of BC

College of Dental Surgeons of British Columbia

Home | Disclaimer | Privacy | Accessibility | Copyright | Contact Us |

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



BRITISH COLUMBIA

OneHealthID Profile Access Help Sign Out

Home > College Licence

LICENCE

College licence information

Provide details for your college licence if you have one. If you do not have a college licence, select "None" and you can update this information at a later date

College Licence
College of Physicians and Surgeons of BC

Licence Number

Example would be a 5 digit code

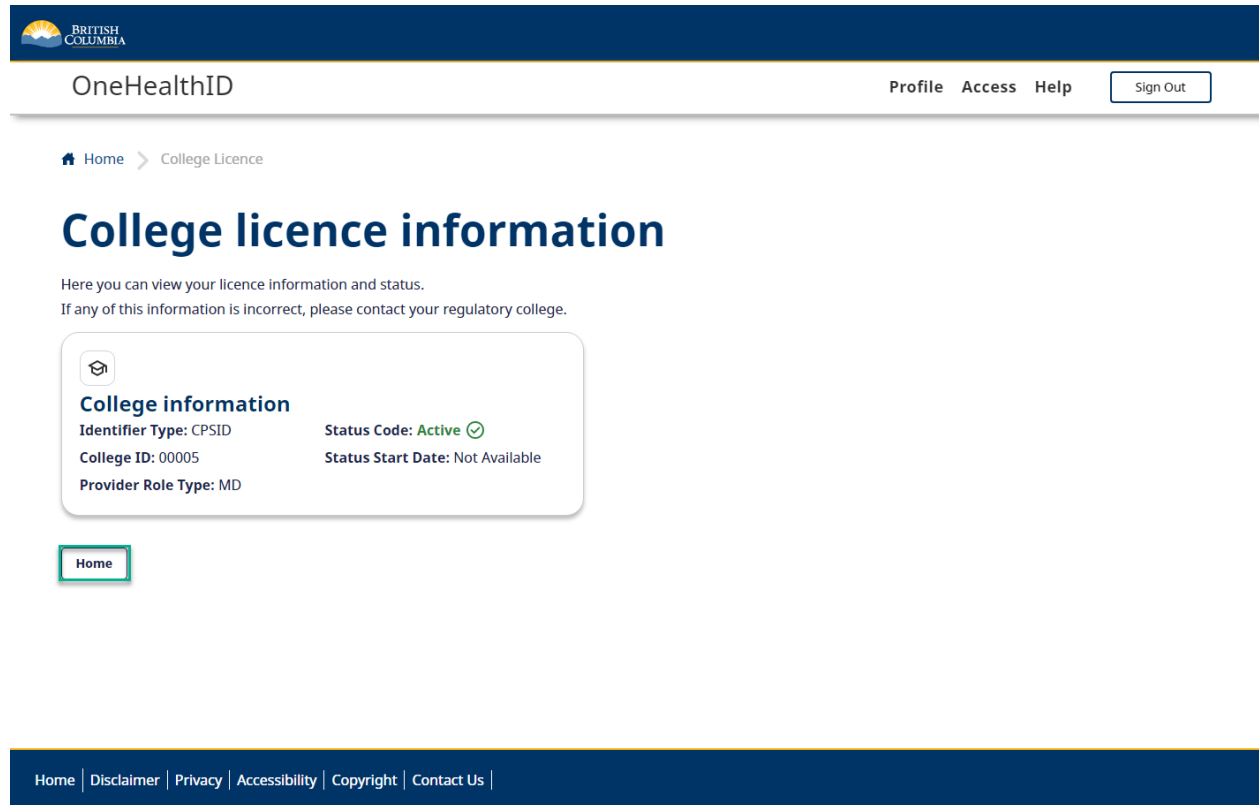
Our system will automatically authenticate your college licence after information has been filled.

Search

Home | Disclaimer | Privacy | Accessibility | Copyright | Contact Us |

In the College License field, enter your license number and then click "Search" button to save your profile

2.8.1 Provide College License Information



The screenshot shows the OneHealthID web application interface. At the top is a dark blue header with the British Columbia logo on the left and navigation links (Profile, Access, Help, Sign Out) on the right. Below the header, a breadcrumb trail shows 'Home' followed by a chevron and 'College Licence'. The main heading is 'College licence information' in a large, bold, dark blue font. Below this is a sub-header: 'Here you can view your licence information and status. If any of this information is incorrect, please contact your regulatory college.' A light grey rounded rectangle contains the license details: a graduation cap icon, the title 'College information', and four key-value pairs: 'Identifier Type: CPSID', 'Status Code: Active' (with a green checkmark), 'College ID: 00005', and 'Status Start Date: Not Available'. Below this box is a 'Home' button with a red border. At the bottom of the page is a dark blue footer with links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

BRITISH COLUMBIA


OneHealthID

Profile Access Help Sign Out

Home > College Licence

College licence information

Here you can view your licence information and status.
If any of this information is incorrect, please contact your regulatory college.



College information

Identifier Type: CPSID Status Code: Active ✓

College ID: 00005 Status Start Date: Not Available

Provider Role Type: MD

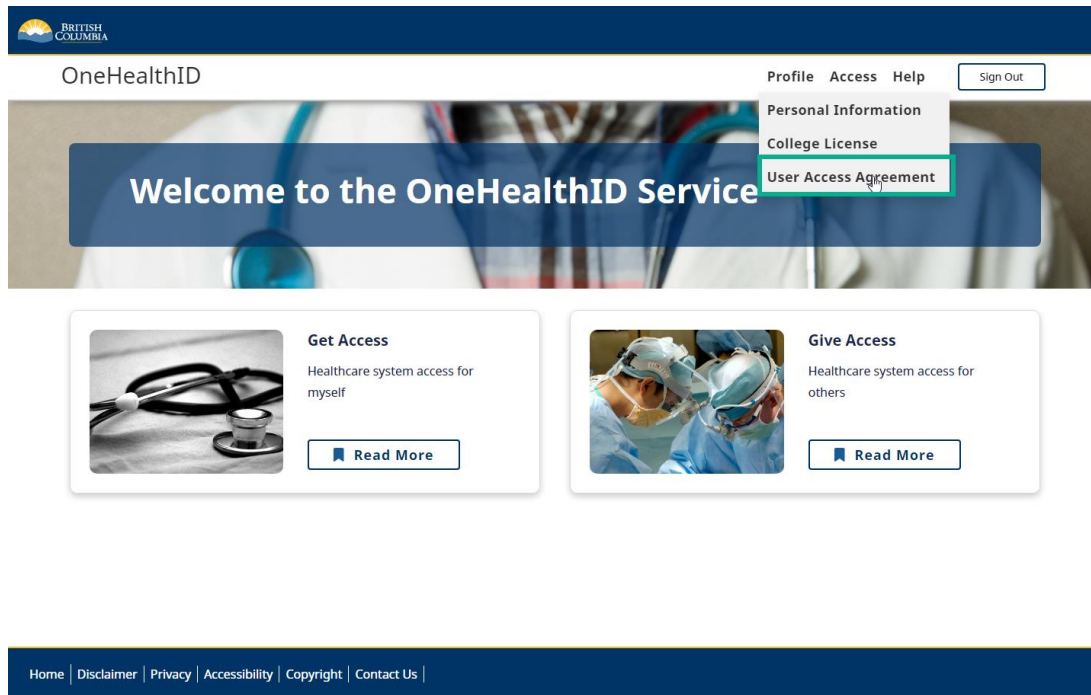
Home

Home | Disclaimer | Privacy | Accessibility | Copyright | Contact Us |

The license information will be displayed on the screen

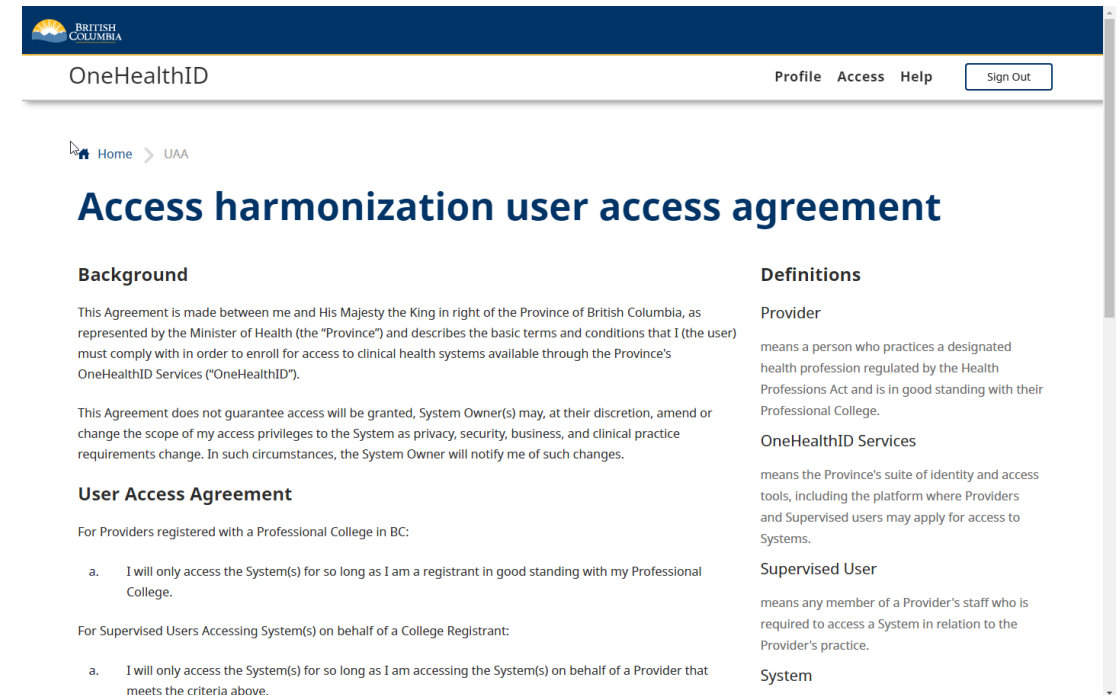
Click the Home button to return to the portal dashboard.

2.9 Review User Access Agreement



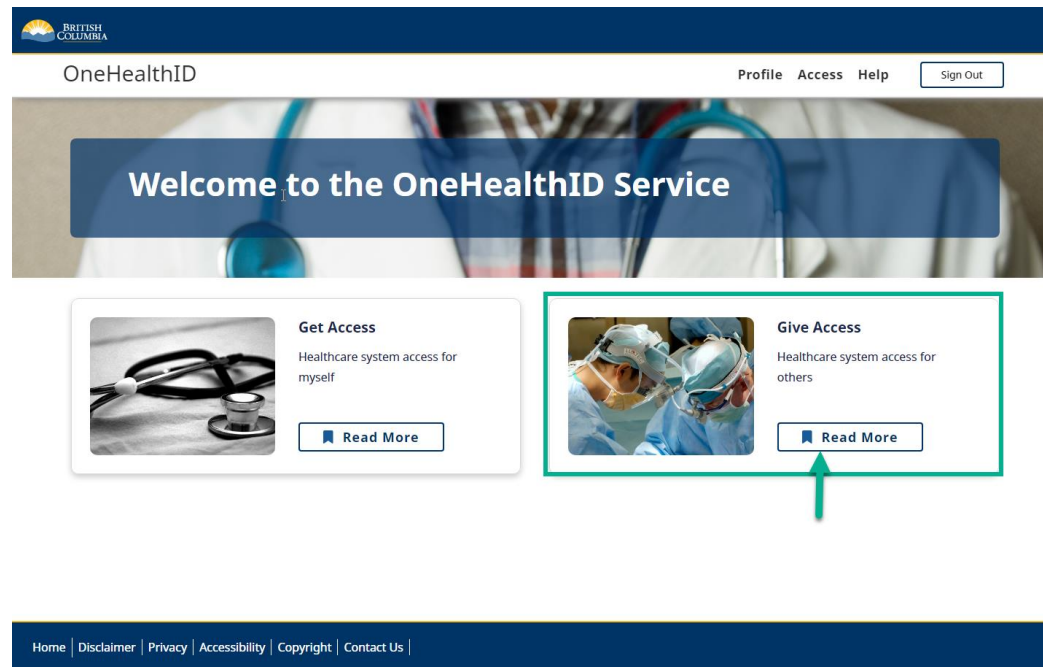
Finally, you need to review the user access agreement.

Click the “Profile” on the top menu, then select “User Access Agreement”

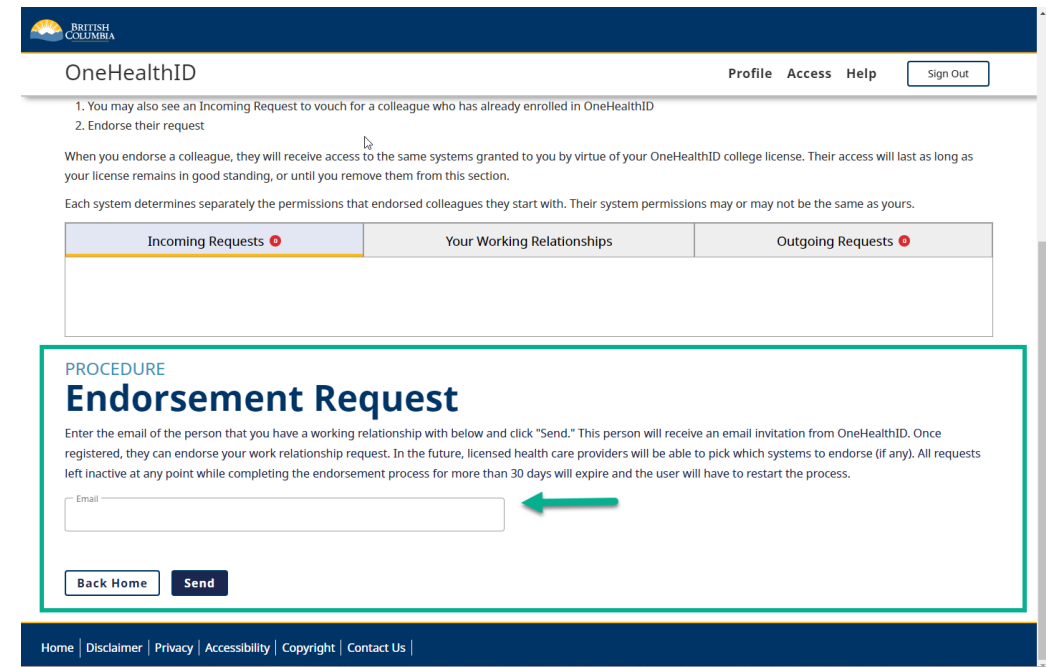


The User Access Agreement page will display. Take some time to scroll and read through the agreement.

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



On the home page, click “Read More” on “Give Access” tile

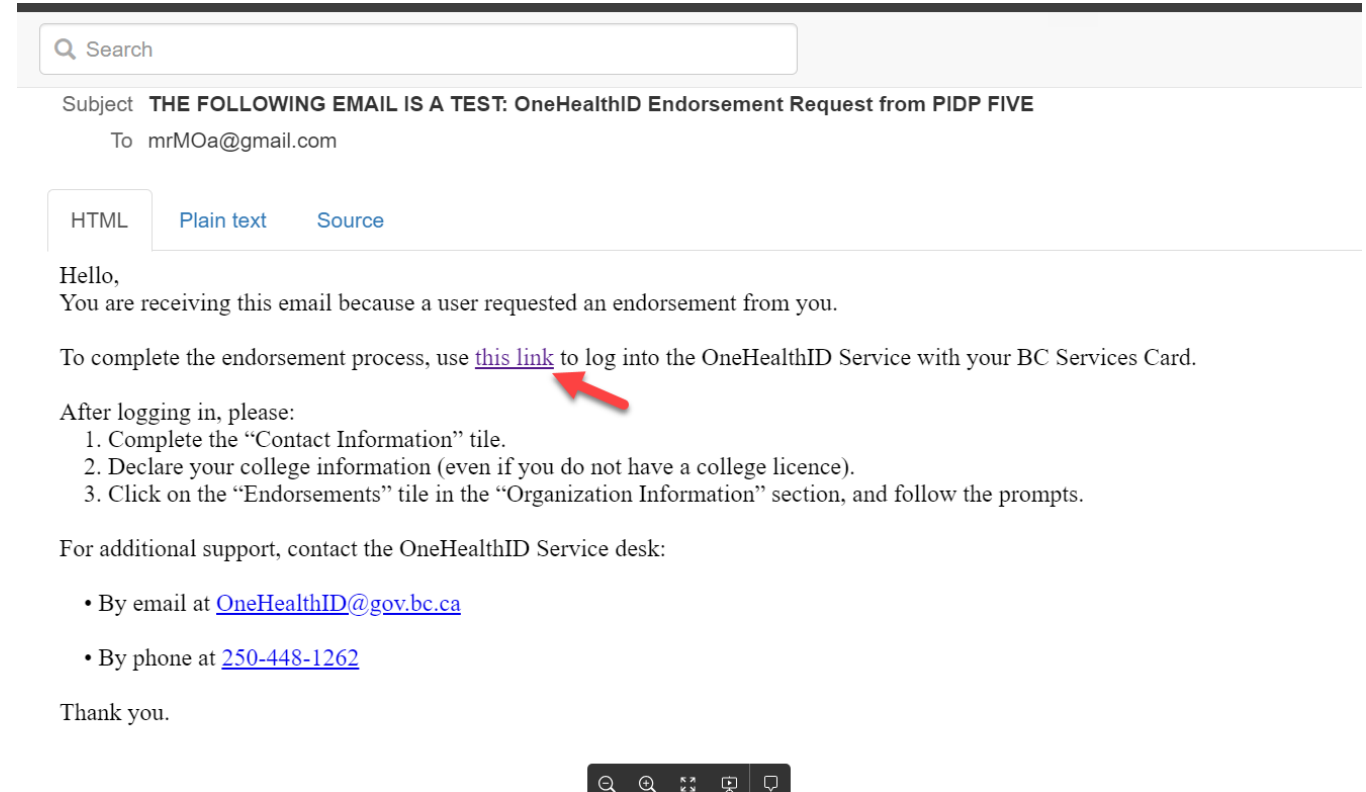


In the open page, scroll to the bottom “Endorsement Request” section, enter the Unlicensed Practitioner email then click “Send” button

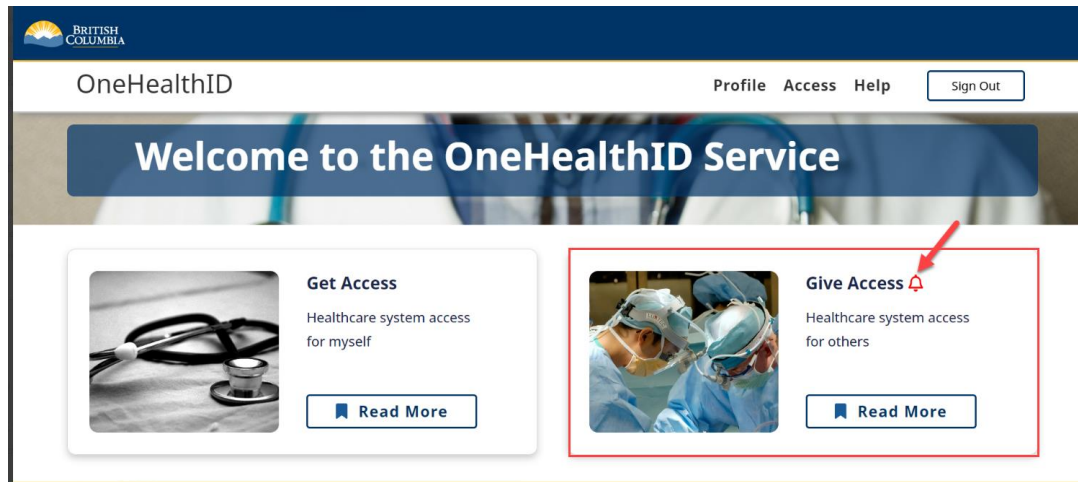
Step 3 - Unlicensed Practitioner or Other Staff(i.e. MOA) OneHealth ID Enrollment

3.1 Unlicensed Practitioner or Other Staff(i.e. MOA) endorsement process

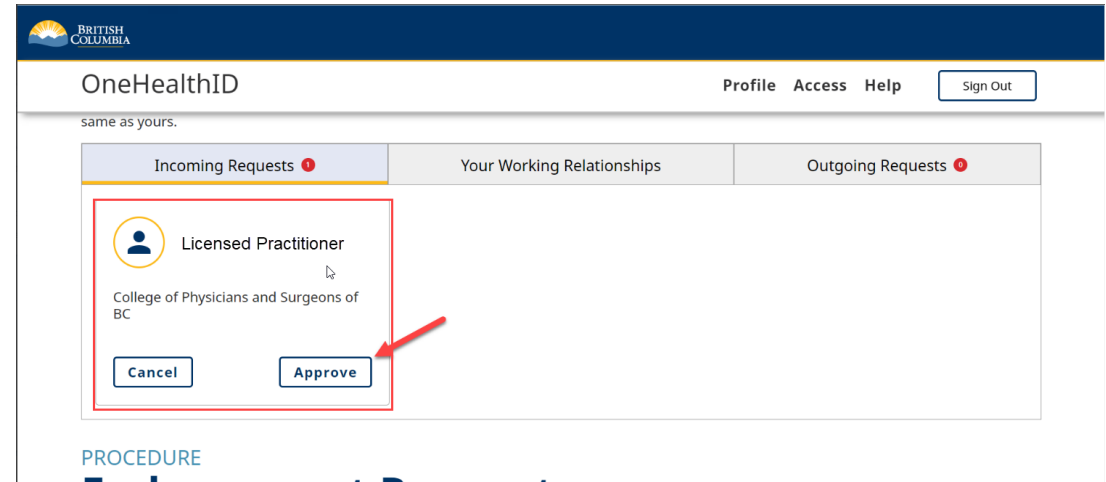
- Once the Provider sends out the endorsement request via OneHealthID ([slide 20](#))
- The Unlicensed Practitioner will receive an email, click the link in the email and login to the OneHealthID portal using your BC service card ([slide 9](#)) to complete the enrollment



3.1 Unlicensed Practitioner or Other Staff(i.e. MOA) endorsement process



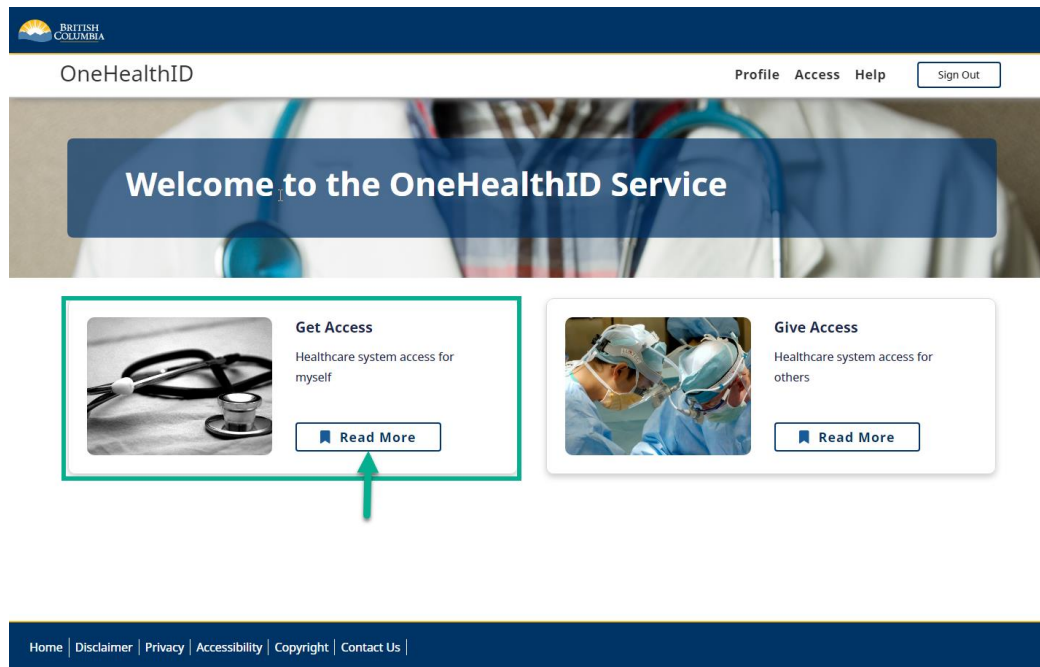
On the home page, click “Read More” on “Give Access” tile



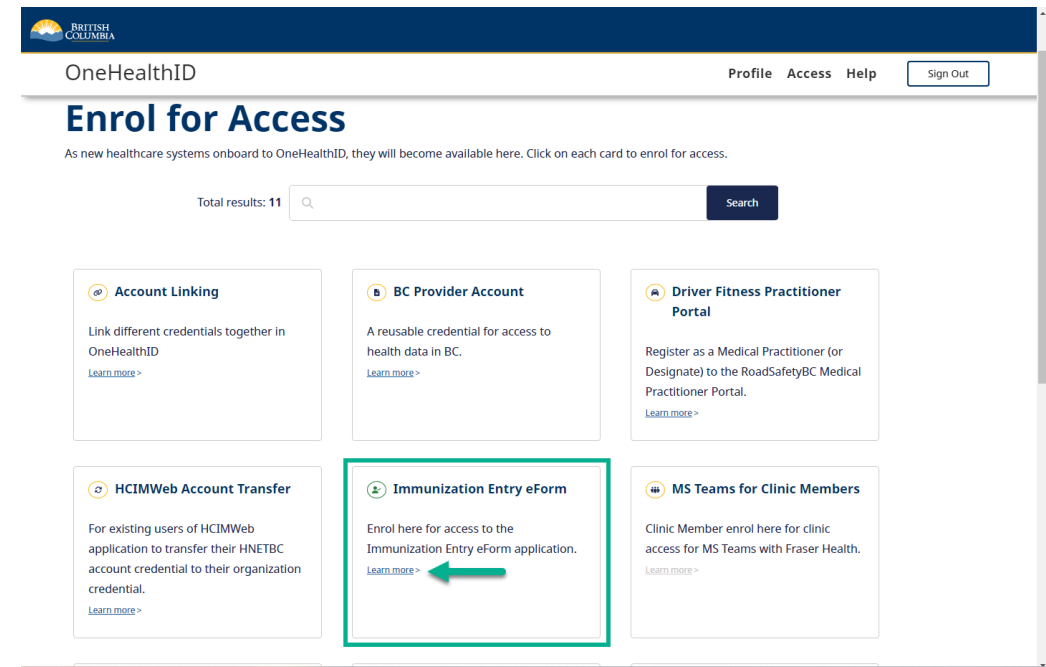
In the open page, scroll to the endorsement table. In the “Incoming requests” section, you will see the endorsement request coming from the licensed practitioner from your clinic, click “Approve” to continue

Step 4 - Enroll in Immunization Entry eForm

Step 4: Enroll to Immunization Entry eForm



On the home page, click “Read More” on “Get Access” tile



In the open page, click “Learn More” on the “Immunization Entry eForm” tile


3.0 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

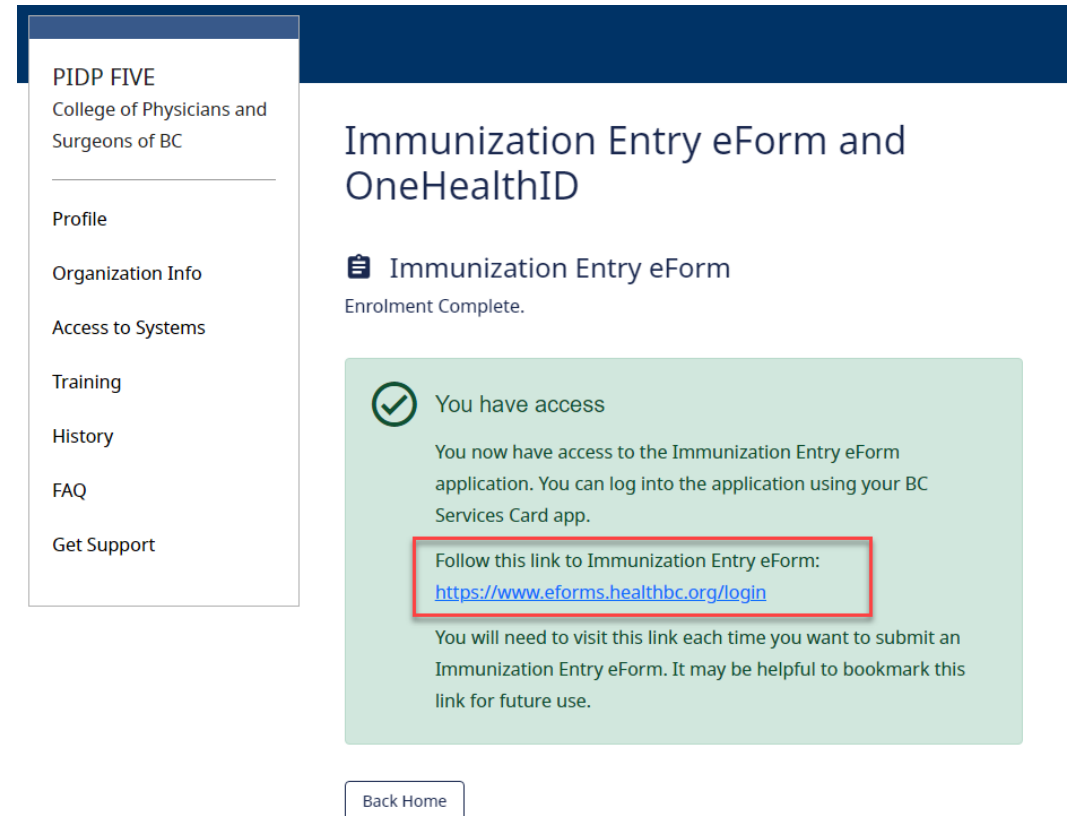
Collection Notice.

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.

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.

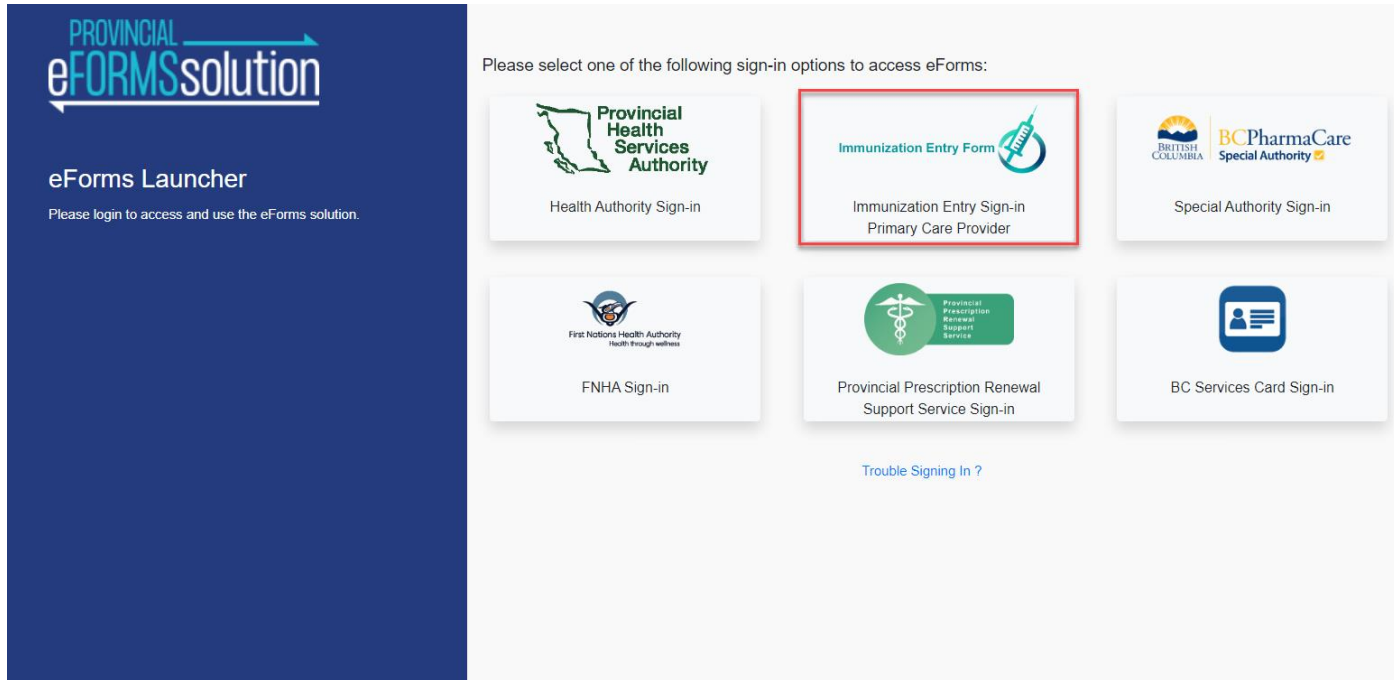
Follow this link to Immunization Entry eForm:
<https://www.eforms.healthbc.org/login>

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.

Immunization Entry eForm Login



The screenshot shows the 'eForms Launcher' interface. On the left is a dark blue sidebar with the 'PROVINCIAL eFORMSsolution' logo and the text 'eForms Launcher' and 'Please login to access and use the eForms solution.' The main area is white and contains the text 'Please select one of the following sign-in options to access eForms:'. Below this are six sign-in tiles arranged in a 2x3 grid. The top-left tile is 'Health Authority Sign-in' with the Provincial Health Services Authority logo. The top-middle tile is 'Immunization Entry Sign-in Primary Care Provider' with a syringe icon and is highlighted with a red border. The top-right tile is 'Special Authority Sign-in' with the BC PharmaCare logo. The bottom-left tile is 'FNHA Sign-in' with the First Nations Health Authority logo. The bottom-middle tile is 'Provincial Prescription Renewal Support Service Sign-in' with a caduceus icon. The bottom-right tile is 'BC Services Card Sign-in' with a BC Services Card icon. A link 'Trouble Signing In ?' is located below the bottom-middle tile.

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



After Hour Urgent
Support

Mon-Fri, 4pm-7pm
Wknd/Stat, 8am-7pm
Phone: **+1604 877 2159**

