

# EDIT OR RESUBMIT DOCUMENTS QUICK USER GUIDE

## Editing/Resubmitting Returned AppCentral Documentation

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

### Returned Documentation

When a document is returned to an applicant for editing, they will receive an email notifying them of the requested edits.

A returned document will have a status of **Returned** on the home screen in AppCentral.

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

### Completing a Returned Document Request

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

The screenshot shows the 'INITIAL APPLICATION' form. At the top, a message from the reviewer states: "Message from reviewer : Please update highlighted field." Below this, the form is divided into sections. The 'PERSONAL INFORMATION' section is highlighted and contains the following fields:

First Name: Joe	Middle Name: [highlighted]	Last Name: Monday	Deeree:
Other First Name (i.e. Maiden Name):	Other Middle Name (i.e. Maiden Name):	Other Last Name (i.e. Maiden Name):	

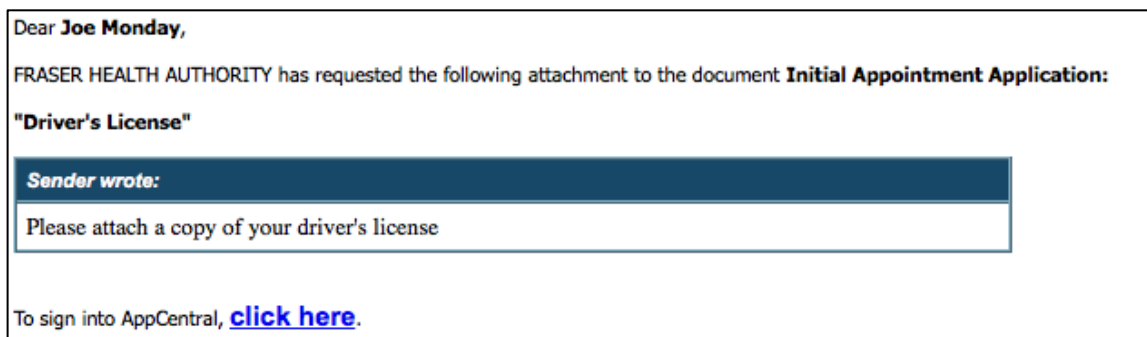
3. Once you have made the requested edit. You can resubmit the document electronically via AppCentral.
4. Click on the **Submit** tab at the top of the application.

## Complete a Request for an Attachment

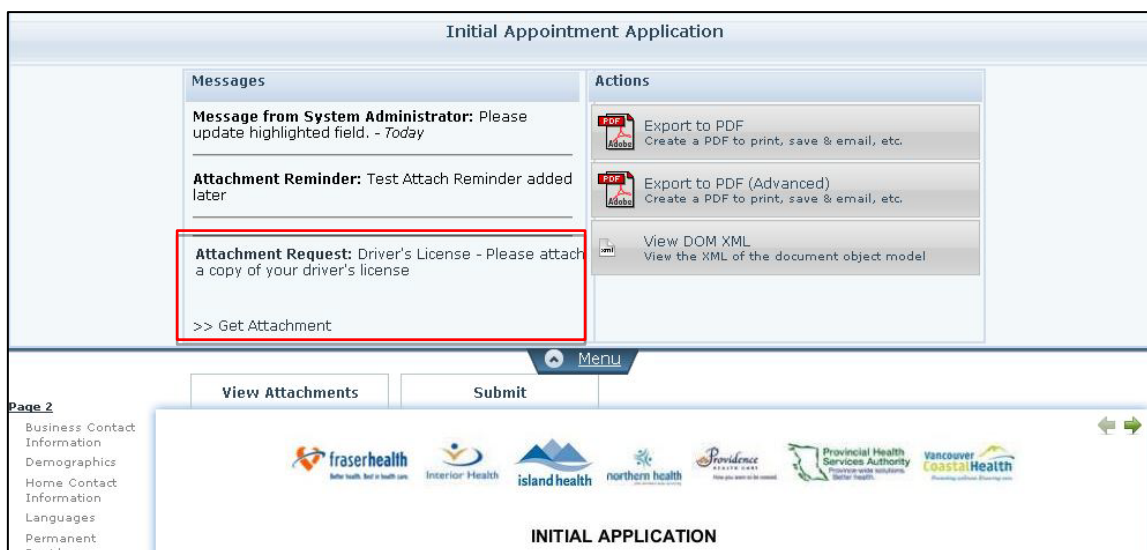
When a Health Authority requires any additional attachments to be included with your application, they may request them electronically. You will receive an email requesting the attachment and a note from the medical staff.

### To complete the request

1. Click on the link in the **email** to access AppCentral.



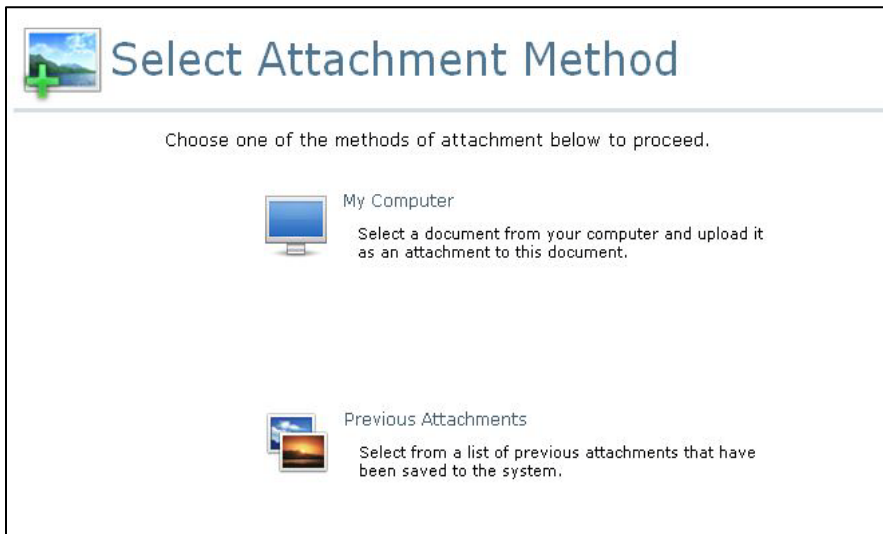
2. Sign into **AppCentral** with your existing account.
3. Click to open the document identified in the email.
4. Click on the Document **Menu** in the header.



5. Under the messages column on the left is the **Attachment Request** message.
6. Click **>>Get Attachment** to select document to attach, AppCentral will then display the **Satisfy Attachment Request**.



7. You can enter a return message in the text box provided
8. Click **Satisfy the request** link on the right side menu, AppCentral then displays the **Select Attachment Method** window.



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