

# SELECT ANOTHER FACILITY QUICK USER GUIDE

## Accessing an application with another Health Authority

AppCentral enables you to access your documents submitted to each Health Authority 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.

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.

BC Medical Quality Initiative  
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
<b>FHA Initial Appointment Application</b> <a href="#">Contact Help</a>				
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

When you initiate the application process from a second Health Authority you will notice the **Additional document and activities...** link is now displayed (see image below).

BC Medical Quality Initiative  
BC MQI

**Additional documents and activities...**  
Take action now on (22) documents at other facilities or hospitals.

My Documents

Name	Due Date	Action Required		Status
<b>FHA Initial Appointment Application</b> <a href="#">Contact Help</a>				
Initial Appointment Application	2015/09/15	Fill out & submit	0	Opened
Medical Staff Bylaws	N/A	Read document	0	Was Read
(Adult) Cardiology	N/A	Fill out & submit	0	New

Click **Additional documents and activities...** to access documents at another Health Authority.

**Select Facility**

Click on the name of the facility you would like to work with.

**Affiliated Facilities**

- ISLAND HEALTH (11) documents
- PROVINCIAL HEALTH SERVICES AUTHORITY (6) documents
- VANCOUVER COASTAL HEALTH AUTHORITY (5) documents

**Cancel**  
Return to the home page and continue working with the current facility.

Click the name of a **Health Authority** under **Affiliated Facilities** to access the documents at that facility.