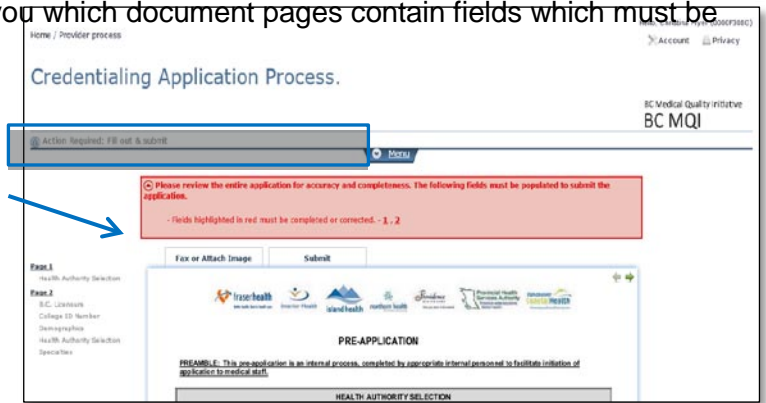


# NAVIGATING IN APPCENTRAL QUICK USER GUIDE

## Page Navigation

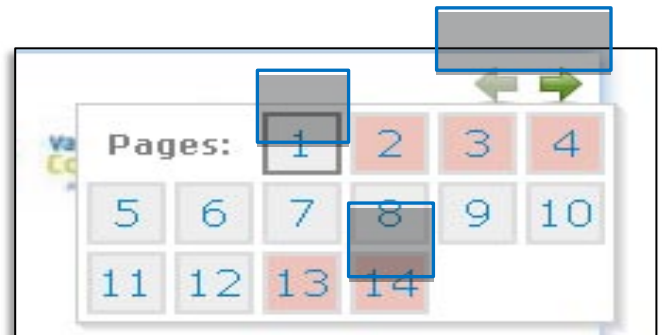
One advantage to completing documentation electronically is the guidance AppCentral offers by highlighting required fields, attachments or actions required by the practitioner. Below are some key features:

- **A Red Banner** above the document tells you which document pages contain fields which must be filled for the document to be submitted to Medical Affairs Office and which attachments you must make to the document if any.



- **Messages** from the Medical Affairs office to a practitioner will be displayed on top of the application form, such as 'action required'.

- The **green page arrows** in the upper right corner of the document allow navigation between pages.
- The application has required fields that can be identified on the pages that have a **red** background in the navigation.
- You may jump to any page in this series by **clicking on its number** in this pop-up
- The page number with a **dark border** is the current the page open for review.



**THE 'BACK BUTTON' ON YOUR INTERNET BROWSER IS NOT SUPPORTED IN APPCENTRAL. IF A PRACTITIONER USES THE BACK BUTTON INADVERTENTLY THEY WILL RECEIVE AN 'ERROR MESSAGE' AND WILL NEED TO LOG BACK INTO THE APPCENTRAL APPLICATION.**



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

After navigating to a page with required fields you will see the fields outlined in red **must be completed.**

BUSINESS CONTACT INFORMATION						
Professional/Incorporated Name:						
Address Line 1: Address			Address Line 2:			
City:	Province:	Postal Code:	Phone:	Fxt:	Fax:	Fxt:
City	BC	V5V 4R4	(555) 555-5555		( ) -	
Email Address: email			Cell:	Pager:		
			( ) -	( ) -		

All of the required fields on the page must be completed before the **red outline disappears**.

SITE SELECTION	
Primary Site:	Medical Staff Category
Burnaby Hospital	Provisional
Alternate Site:	Provisional
Chilliwack General Hospital	
Alternate Site:	Select Item...
Select Item...	Select Item
Alternate Site:	Select Item
Select Item...	Select Item
Alternate Site:	Select Item
Select Item...	Select Item

Fields populated with **grey text** are ones that the practitioner can't change. They are pre-populated based on the information that Medical Affairs enters into Visual Cactus.

Fields with **blue text** will not import into Visual Cactus. These fields will be entered manually into Visual Cactus by Medical Affairs.

COMMITTEE MEMBERSHIP AND LEADERSHIP ROLES		
Facility or Program:		
Committee/Leadership Role:	From: (yyyy/mm/dd)	To: (yyyy/mm/dd)
Facility or Program:		
Committee/Leadership Role:	From: (yyyy/mm/dd)	To: (yyyy/mm/dd)
Facility or Program:		
Committee/Leadership Role:	From: (yyyy/mm/dd)	To: (yyyy/mm/dd)

- An application that is returned will be highlighted in **yellow** and signals to the practitioner that the field/s must be updated and resubmitted to Medical Affairs.
- A **green outline** is used to identify any fields that were updated by the practitioner.
- The highlights that were originally added remain highlighted after the document is submitted back to Medical Affairs.
- A practitioner may choose to include a message

EMERGENCY CONTACT INFORMATION		
First Name:	Last Name:	Relationship to Applicant (optional):
Jane	Stang	Wife
Notes:		

in the 'Add a Message (optional)' field if needed.

## Fill Out and Submit

- The Provincial Application and Privilege Request Forms can be submitted to Medical Affairs using the green submit button at the bottom of the application, or the green submit button at the top of the application.

This screenshot shows the top portion of a web application form. At the top right, there is a 'Menu' button. Below it, there are two buttons: 'Fax or Attach Image' and 'Submit'. A text area labeled 'Add a message (optional)' is highlighted with a blue box. Below this, there is a green 'Submit' button with the text 'Send to MSO for review' underneath it. The form contains several text fields and checkboxes, including a declaration of understanding and agreement to the Code of Ethics and professional liability insurance.

This screenshot shows the bottom portion of the application form. It includes a declaration: 'I declare that the information submitted by me in this application is true to the best of my knowledge.' Below this, there is a field for 'I hereby apply for appointment to the Medical Staff of the [Provincial Health Services Authority] Health Authority.' There are three input fields: 'Name: Doogie Test Howser, MD', 'Signature: Doogie Howser, MD', and 'Date: 2015/10/12'. At the bottom center, there is a large green button labeled 'Submit Document'.

- The submit button at the top of the application form is the only place where a practitioner can include a message for Medical Affairs. This option is not available on the bottom submit button.