

# COMPLETE APPCENTRAL DOCUMENTS QUICK USER GUIDE

## Completing/Filling out AppCentral Documentation

Completing/filling out documentation as part of an AppCentral process begins on the AppCentral Home screen. An appointment process is displayed with each of its related documents listed below the process title.

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> <span style="float: right;">Contact   Help</span>				
Initial Appointment Application	2015/09/29	Fill out & submit	N/A	New
Medical Staff Bylaws	N/A	Read document	N/A	Unread
<b>(Adult) Cardiology (Burnaby Hospital)</b>				
(Adult) Cardiology (Burnaby Hospital)	N/A	Fill out & submit	N/A	New

Four conditions are displayed for each document. They are:

Condition	Definition
Due Date	This is the date by which the completed document needs to be submitted by.
Action Required	This identifies the action required by you. There are two types of actions: <b>Fill out &amp; submit</b> documents must be completed and submitted electronically, and <b>Read document</b> which you only need to open and read. In some cases a read document may need to be downloaded, completed (and signed), and then attached to the application as an attachment. There will be instructions included in the application when this is applicable
Paperclip Icon 	This indicates the number of attachments currently attached to the document.
Status	This is the current status of the document.

## How to Start an Application Process

Clicking on any document in the listing will open that document. If this is the first time any document in the process has opened, you will be required to correctly answer the questions presented to identify yourself before continuing.

## Completing the Electronic Document

When completing documents electronically the system will guide you by highlighting required fields and identifying required attachments.

1. A red banner above the document will tell you which pages contain fields that must be filled out for the document to be submitted.
2. The required/mandatory fields will be outlined in red when empty. Once information has been entered into the field, the red outline is removed.

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

Menu

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

Fax or Attach Image Submit

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

Page 5  
Education

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 document menu in the document header when you click the **Menu** tab.

1. **Messages** – Any messages from the medical staff office regarding this document will be displayed in this section.
2. **Actions** – The action choices available to you are displayed in this section:
  - i. **Add Attachment** – This action is used to attach documents and images to an application
  - ii. **Export to PDF action** – This action is used to create a PDF version of the document

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

Menu

Initial Appointment Application

<p>Messages</p> <p><b>Attachment Reminder:</b> Test Attach Reminder added later</p> <p>There are no pending attachment requests.</p>	<p>Actions</p> <p>Add Attachment from computer, via fax, or use past attachments</p> <p>Export to PDF Create a PDF to print, save &amp; email, etc.</p> <p>Export to PDF (Advanced) Create a PDF to print, save &amp; email, etc.</p> <p>Submit Document Send for review</p>
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Fax or Attach Image Submit

Page 2  
Business Contact Information  
Demographics

INITIAL APPLICATION

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