

Healthcare Providers

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The *Healthcare Providers* section allows users to add, edit, and delete Healthcare Providers to accurately document immunizations.

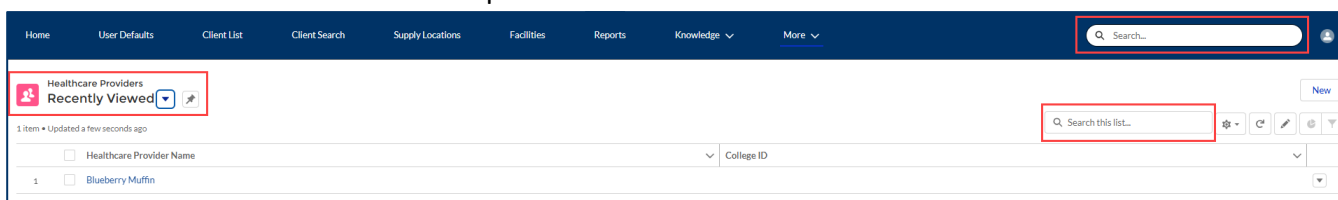
1. Navigate to Healthcare Provider

IMPORTANT *Healthcare Providers* was called *Contacts* in ImmsBC 1.0.

From the *Home* page, click **More**. Under *More*, select **Healthcare Providers**.



The *Healthcare Provider* screen will open.



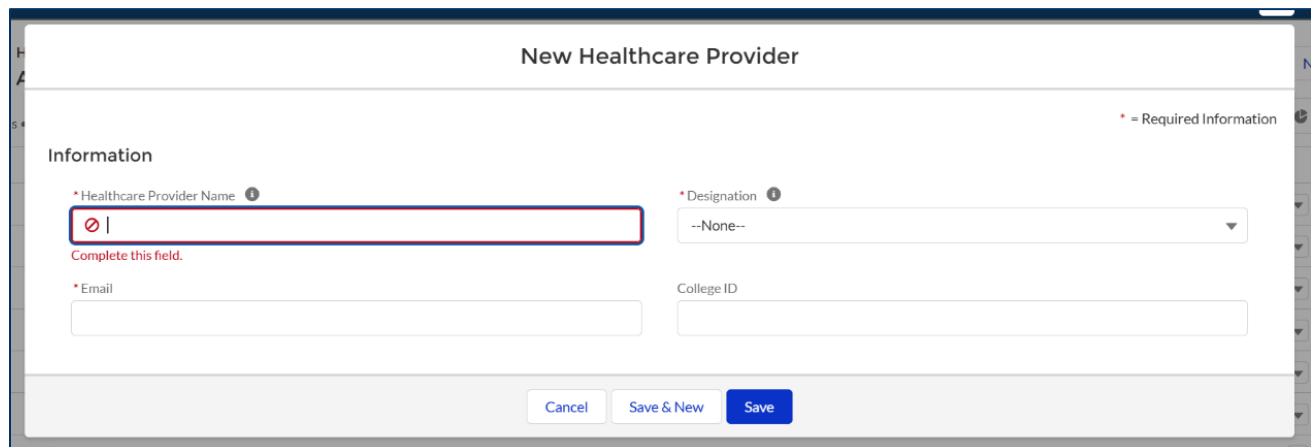
This screen defaults to displaying *Recently Viewed* Providers. To view all *Providers*, click ▼ and select **All Healthcare Providers**.

You can search for a *Healthcare Provider* using the *Healthcare Provider* search bar or the *Global Search*.

2. Add Healthcare Provider

On the *Healthcare Provider* screen, select **New**. Under *Information*, enter the provider's first name and last name. If entering a licensed healthcare professional, ensure the name matches the licensing bodies registry.

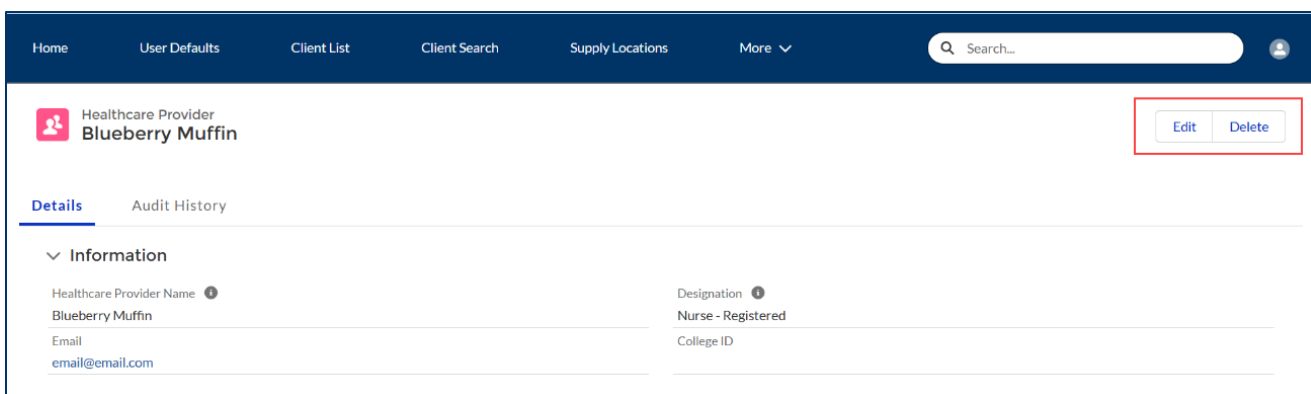
Select the **Designation**. If the designation isn't on the drop-down, select **Unknown or Other**. For *Email*, enter the provider's health authority or association email. Enter the College Identification number if applicable.



To save, click **Save**, or to immediately add another *Healthcare Provider* click **Save & New**. To exit without saving, click **Cancel** or select the X in the top right corner.

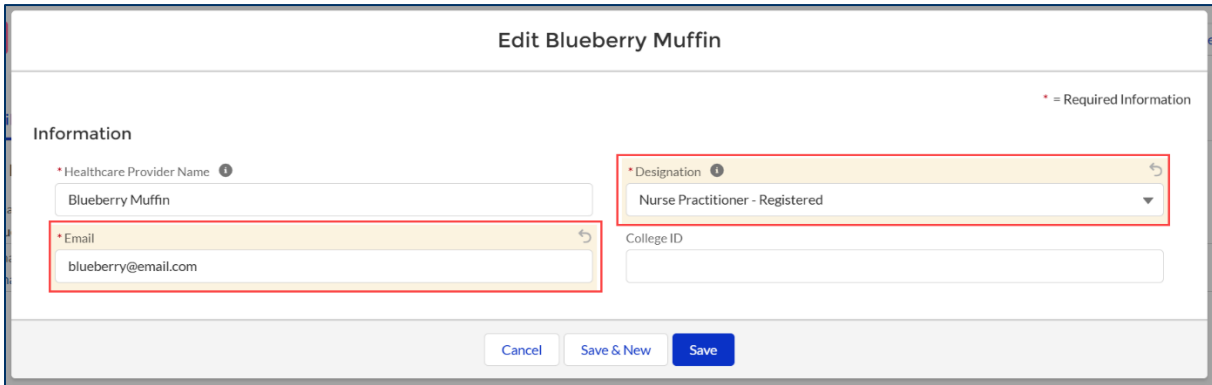
3. Edit Healthcare Provider

Click the **Healthcare Provider** name. Click **Edit**. You can edit the *Healthcare Provider Name*, *Designation*, *Email*, and *College ID* fields.



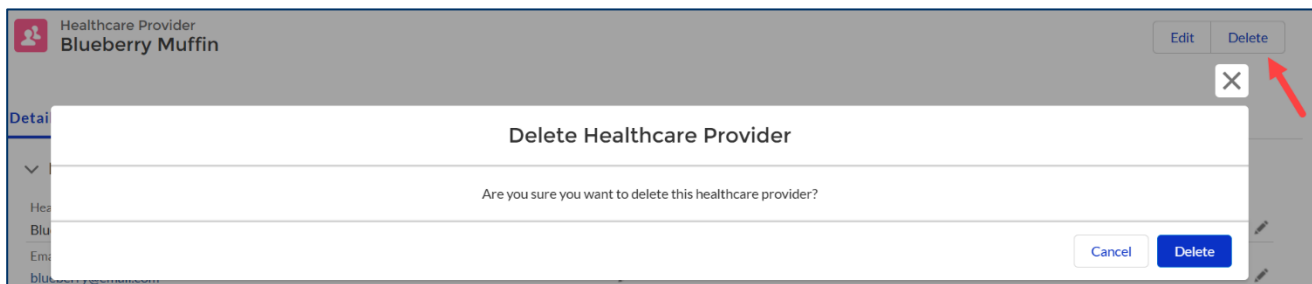
IMPORTANT Editing a *Healthcare Provider's* designation will not update existing documentation with the provider's previous designation.

Edited but unsaved field have a yellow and red border. Click **Save**.



4. Delete Healthcare Provider

On the Healthcare Provider account page, click **Delete**. A confirmation message will display. Click **Delete**. To exit select **Cancel**.



5. Frequently Asked Questions

To come.

Revision history

DATE	#	AUTHOR(S)	CHANGES/COMMENTS
2026SEP09	1.0	C. Smith, D. Bartoszewski	Created.