



# WorkSafeBC Provider Portal

General Features

User Guide

(Version 5.2 2012.11.14)

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### Document Revision Log

Revision Number	Revision Date	Changes Requested By	Reason for Change	Author
V 5.1	Apr 11, 2012		Enhancements to Portal V2.1.	THS
V5.2	Nov 14, 2012		Enhancements to Portal V2.3	THS

# 1 Introduction and Overview

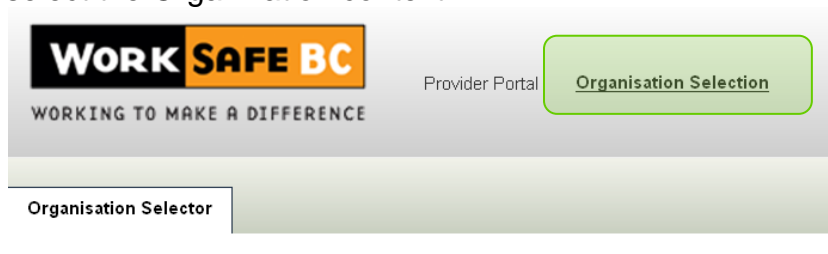
This document details the general features of the Portal that are outside of the functional areas of Referrals, Cases, Invoicing and Payments. The functional areas of the portal are covered in their respective User Guides.

## 1.1 Login to the Portal

- Use the URL <https://www.myworksafeBC.com/wps/portal> to access the Provider Portal.
- Click on the BCeID logo and enter in your BCeID and password.



- Once successfully logged in the user will see the Organization Selector Page to select the Organization context.



### Organisation selection

Your BCeID is associated with several organisations. Please select the organisation you wish

Select one of the organisations below:

NEIL SQUIRE SOCIETY

Select your organization

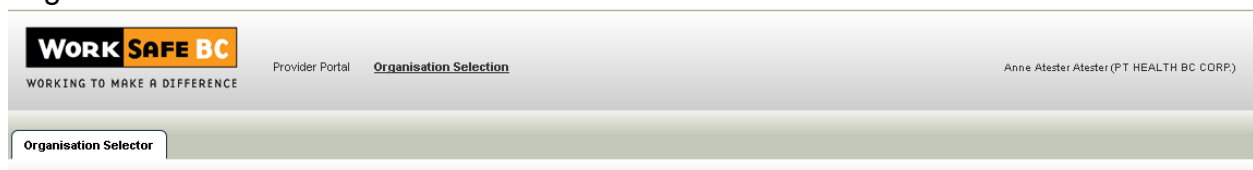
## GENERAL

- A user may be associated with multiple organizations. However, user can only work in the portal on behalf of a single organization at a time.
- User may change the Organization context by clicking on the Organization Selection link at any time.

### 1.2 Broadcast Messaging

Broadcast messaging is used by WorkSafeBC or by the Provider Portal Support team to communicate important messages to the portal users. These messages could include planned outages, system functionalities issues or other pertinent information related to the Portal.

The broadcast message is viewable in 2 areas within the portal - Organization Selector Page and the Notification Tab



#### Organisation selection

Your BCeID is associated with several organisations. Please select the organisation you wish to work with for the duration of this session.

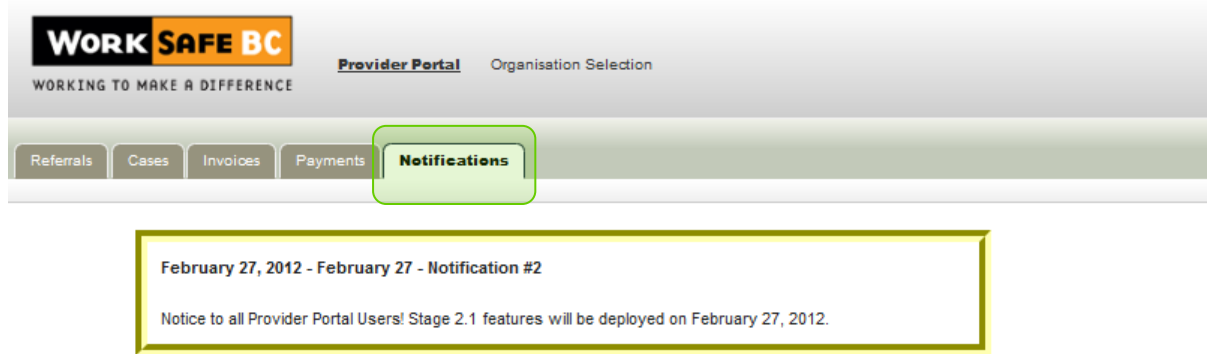
Select one of the organisations below:

PT HEALTH BC CORP.

#### February 27, 2012 - February 27 - Notification #2

Notice to all Provider Portal Users! Stage 2.1 features will be deployed on February 27, 2012.

## GENERAL



### 1.3 Exporting Data

The Portal provides the ability to export data from the Portal to a .CSV file. Data export function is available on these views or pages:

- Referral “New” Grid
- Referral “Unscheduled” Grid
- Referral “Scheduled” Grid
- Referral “Cancelled” Grid
- Cases “Active” Grid
- Cases “Discharged” Grid
- Cases “Done” Grid
- Invoices “Drafts” Grid
- Invoices “Submitted” Grid
- Invoice Search Results
- Invoice Line Item Details Results
- Payment Search Results
- Payment Line Item Results
- Payment Adjustment Line Item Results

All records in the Grid, including filtered records, will be exported.

The “Download as CSV” functionality is usually found at the top left or right-hand corner of each grid.

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**For more details on the information that gets exported please see the Referrals and Cases, Access to Invoice and Payment, and Invoicing User Guides.**

**1.4 Resources**

The Resources section contains training materials and documents for easy reference by users. Resources section will contain the Quick Reference Guide, Training Videos and the TELUS Service Desk number.

