

HCAIinfo Health Care Facility Quick Start Guide

This guide provides an overview of the health care facility (HCF) section of the HCAI information (HCAIinfo) website, www.hcaiinfo.ca.

1 Global Navigation bar

2 "Quick Links"

3 Access Points

4 HCAI Performance Metre

5 Popular User Links

The screenshot shows the HCAI Health Care Facility Provider homepage. At the top, there is a navigation bar with links for Facility Home, Web, PMS, DEC, Troubleshooting, and New to HCAI. Below this is a section for Popular User Links, which includes links for Enrolment, Web Access Enrolment, PMS Access Enrolment, DEC Access Enrolment, Current Communication, HCAI Bulletins, Coding, Events Calendar, Privacy, Expert User Library, FSCO Participant List, FSCO Guidelines & Regulations, and Professional Associations Links. A central section titled "Who Needs to Enrol and How to Enrol" contains a "What is HCAI?" section, an "Accessing HCAI" section, and a "How is HCAI Working Today?" section. The "How is HCAI Working Today?" section features a performance meter showing a green bar labeled "Well". A "Global Navigation Bar - Drop-down List" is shown on the right side of the page, containing links for Enrolment, First Time User, Learn to use HCAIinfo, and New to HCAI FAQs.

Health Care Facility Homepage

Each of the following numbers corresponds to a section on the HCAIinfo on the HCF homepage.

- 1. Global Navigation bar**
Click on any of the links here & you will be brought to that page.
- 2. "Quick Links"**
These links will bring you to important and timely information.
- 3. Access Points**
HCAIinfo is designed to provide information to HCFs according to the way they interact with HCAI.
- 4. HCAI Performance Metre**
This metre indicates how the HCAI system is performing.
- 5. Popular User Links**
Located here are the most popular HCAI pages.

The screenshot shows the HCAI Health Care Facility Provider homepage. A callout box labeled "Drop-down List" points to the "New to HCAI" heading in the navigation bar, which has a dropdown menu open showing links for Enrolment, First Time User, Learn to use HCAIinfo, and New to HCAI FAQs.

Global Navigation Bar – Drop-down List

- The "Web", "PMS", "DEC", "Troubleshooting" & "New to HCAI" headings all have a drop-down list to help you navigate the site quickly.
- Just click on the heading and the list appears beneath.
 - Move your mouse pointer to the information you need, click on the page heading, and you will be brought to that page.

Role-based Information

- Information is organized according to your health care facility will interact with HCAI
- Once an access method is selected, you now need to identify the role or task for which you need information

The screenshot shows the HCAI website's 'Web Access' page. A callout bubble points to the breadcrumb trail: 'Facility Home > Web Access', stating 'Web trail tells you where you are in the website'. Another callout points to the 'Facility Management' and 'Working with OCF forms' sections, stating 'Access the information role-based information you need by clicking on the relevant section'. The 'Facility Management' section lists: 1. enrolment, 2. managing your clinic/practice, 3. passwords, 4. privacy. The 'Working with OCF forms' section lists: 1. creating OCFs (18s, 21s, 22s, 23s), 2. submitting OCFs, 3. amending OCFs, 4. coding.

- To help you out, both the <Facility Management> and <Working with OCFs> buttons provide examples of the information they contain
- Identify where the information you need is located, click on the question mark (?) and you will be brought to that page

- Once you have clicked on the a section, you are brought to the page where all the learning tools and other information for that section are located
- Each role-based page – both Facility Management or Working with OCFs are designed the same way – have a section that provides a list of topics covered
- Once you scroll down the page, you have a choice of how to get the information you need: eLearning videos for visual learners and Quick Answers for those who prefer to read
- More information is also available, based on your HCAI access and the role selected

The screenshot shows the HCAI website's 'Facility Management' page. A callout bubble points to the breadcrumb trail: 'Facility Home > Web Access > Facility Management', stating 'Some of the topics covered'. Another callout points to the 'Enrolment' section, stating 'Role-based information'. The 'Enrolment' section lists: Managing health care facility details, Enrolling / Registering in HCAI, Setting up the health care facility in HCAI, Know the difference between a provider and a user, Adding/removing a Provider, Setting up / maintaining HCAI users, Deactivating HCAI users, Changing facility / provider/ user information, Resetting Passwords. Below this, there are sections for 'Quick Answers', 'eLearning', 'Privacy', and 'FSCO Guidelines & Regulations', each with a 'click here' link.