

Apply to Regional Authority

This guide explains how to apply to Regional Authority, which is a required to enable eReferrals and receive program funding and support.

This process includes accepting the [Health User Participation Agreement](#). A staff member with legal signing authority (the signatory) must accept the agreement on behalf of all users at their site using their own Ocean user account.

This step may be deferred but must be completed before a site goes live and enables eReferrals. **Enabling eReferrals without completing this step may result in system charges.**

You should only apply to Regional Authority at the direction of the Digital Referrals & Orders team.

Note: To complete this step, the signatory must:

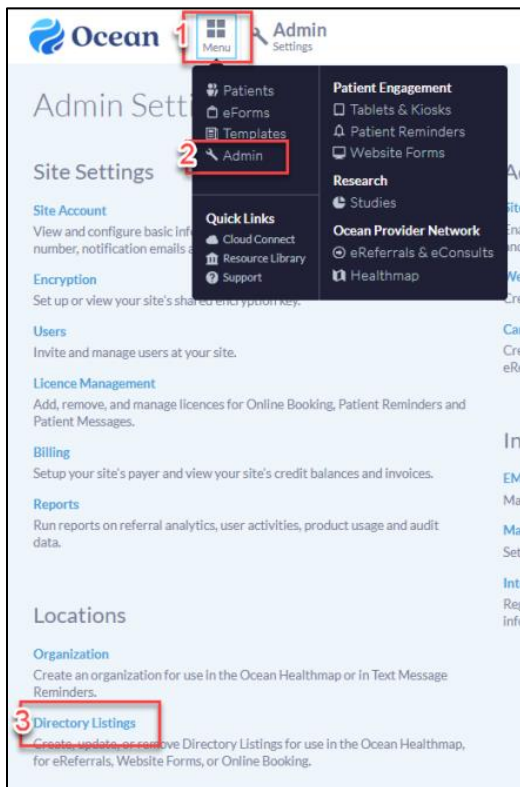
1. Be invited to the Ocean Site;
2. Create an Ocean User Account; and
3. Have Ocean Site Admin privileges.

Step 1: Review the Health User Participation Agreement

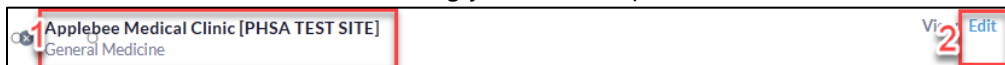
1. Review the [Health User Participation Agreement](#). In the next step, you will be asked to confirm that you have read it and accept it.

Step 2: Apply to Regional Authority

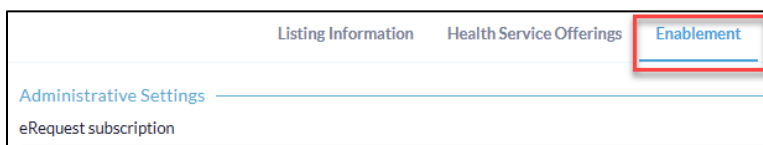
1. Sign in to [Ocean](#).
2. From the top menu, click **Menu > Admin**, then select **Directory Listings**.



3. Click the **Edit** button next to the listing you want to update.

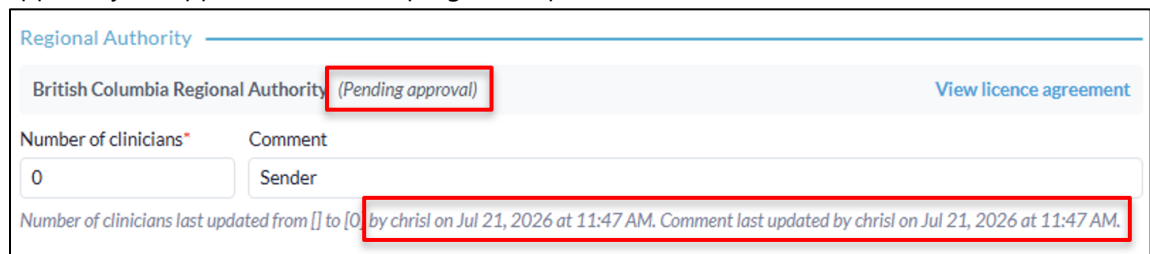


4. Click the **Enablement** tab.



5. Scroll down to the **Regional Authority** section.

- **Note:** Only one Regional Authority application is required per directory listing. If you or someone at your site has already applied, the Regional Authority section will display *"Pending approval"* along with the date, time and username of the most recent request.
- If you see *"Pending approval"*, no further action is required. The DRO team will review and approve your application once all program requirements have been met



6. Click **Apply to Regional Authority**.

Regional Authority

A Regional Authority may approve and grant Ocean licenses under a provincial or other regional contract. If you are participating in a provincial program, you may be instructed to apply to a Regional Authority.

Apply to Regional Authority

7. Provide site details in the **Apply to Regional Authority** popup.

i. **For Sending sites:**

- i) Number of clinicians: Enter '0' (zero).
- ii) Comment: Enter 'sender.'

Apply to Regional Authority

Sending site details

Enter the number of clinicians authorized to receive eRequests at this directory listing.

- Authorized clinicians don't need to have an Ocean user account.
- Only include clinicians who receive eRequests at this directory listing and nowhere else.
- Don't include administrative staff.

If the total number of clinicians is 0, you must include a comment explaining the rationale. See this [support article](#) for further details on determining the appropriate number of clinicians for your listing.

Number of clinicians*

Comment

0

sender

Note: This number must be reviewed and updated annually to assist Regional Authorities in capturing an accurate number of eRequest targets available in their region via the Ocean Healthmap.

Cancel

Choose Regional Authority

ii. **For Receiving or Sending & Receiving sites:**

- i) Number of clinicians: Enter the number of providers at your site who receive referrals.
- ii) Comment: Leave blank.

Apply to Regional Authority

Receiving or Sending & Receiving site details

Enter the number of clinicians authorized

- Authorized clinicians don't need to have an Ocean user account.
- Only include clinicians who receive eRequests at this directory listing and nowhere else.
- Don't include administrative staff.

If the total number of clinicians is 0, you must include a comment explaining the rationale. See this [support article](#) for further details on determining the appropriate number of clinicians for your listing.

Number of clinicians*

Comment

2

Additional Details

Note: This number must be reviewed and updated annually to assist Regional Authorities in capturing an accurate number of eRequest targets available in their region via the Ocean Healthmap.

Cancel

Choose Regional Authority

iii)

7. Choose a Regional Authority.

a. Click **Choose Regional Authority**.

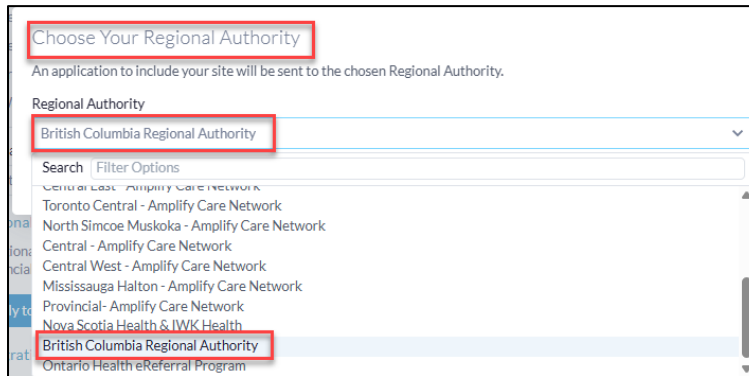
Note: This number must be reviewed and updated annually to assist Regional Authorities in capturing an accurate number of eRequest targets available in their region via the Ocean Healthmap.

Cancel

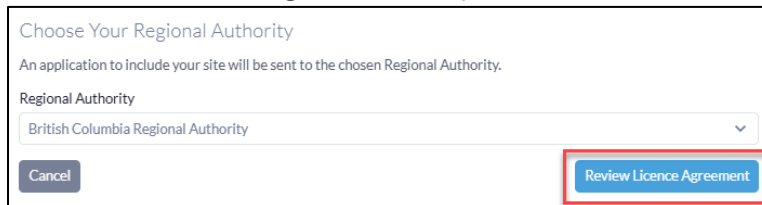
Choose Regional Authority

b. In the pop-up window, click **Regional Authority** to open the drop-down menu.

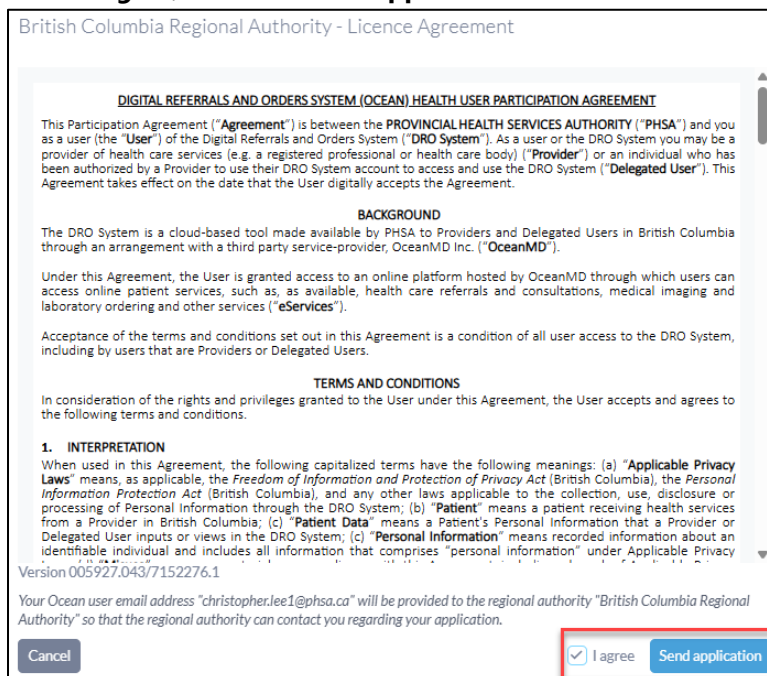
- c. Select **British Columbia Regional Authority**.



- d. Click **Review Licence Agreement** to open the **Health User Participation Agreement**.



- e. Check **I agree**, then click **Send application**.



- f. The PHSA Digital Referrals & Orders team will review your application and contact your site if additional information is required.

8. Save changes.

- a. Click **Save** in the lower-left corner of the screen.

