



BPAC[®]
CareSuite

BPAC CareSuite

How to request access - Practice Manager

Version

1

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Overview

About BPAC CareSuite

BPAC CareSuite is a new product from BPAC Clinical Solutions. It will contain decision support tools, dashboards, such as the ACC Certification Dashboard, and more. It is free of charge.

You can find out more about BPAC CareSuite by going to: <https://caresuite.co.nz/>

About this guide

This guide is intended for Practice Managers or those in a practice in a support function. It shows you how to request access to the ACC Certification Dashboard for your practice.

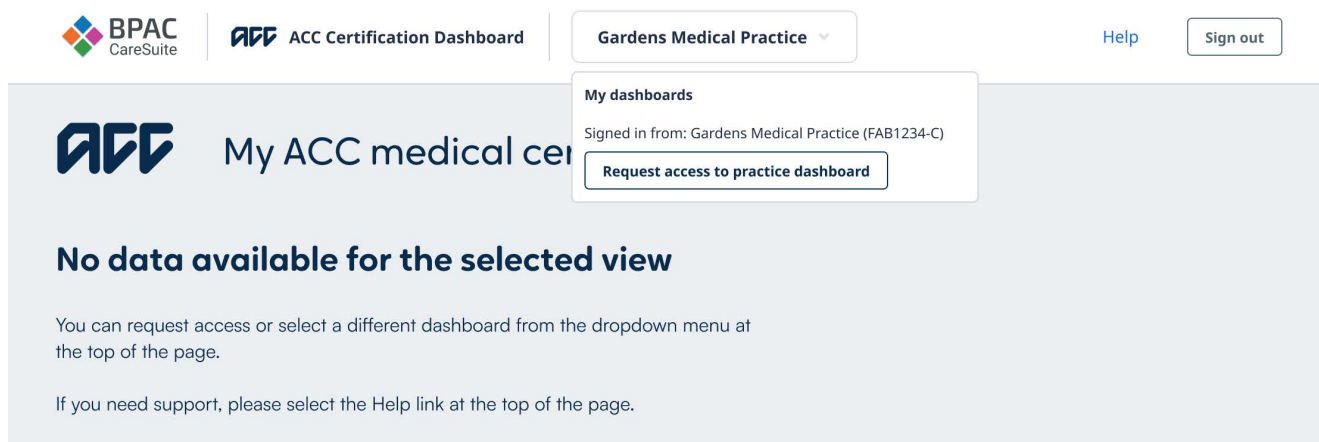
Note: Once enabled in your practice CareSuite will only be available to clinicians with a valid HPI or Common Person Number loaded against their user profile in Medtech.

Before you begin

Open BPAC CareSuite in Medtech Alex or Indici by clicking on the CareSuite icon.

Requesting Access to ACC Certification Dashboard For Your Practice

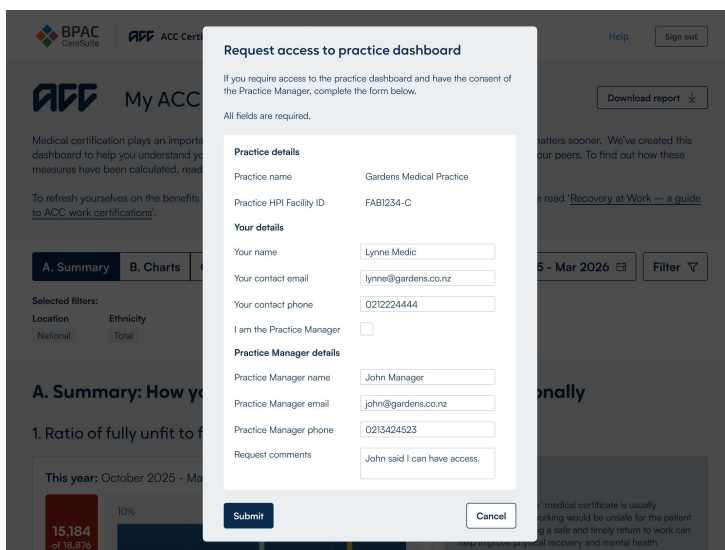
- ✓ Open Medtech or Indici in the context of the Practice you want access to.
- ✓ Open CareSuite by clicking on the CareSuite icon. 
- ✓ Click on ACC Certification Dashboard
- ✓ Click on the dropdown menu at the top of the page (screenshot below)



The screenshot shows the BPAC CareSuite interface. At the top, there's a navigation bar with the BPAC CareSuite logo, an 'ACC Certification Dashboard' link, a dropdown menu for 'Gardens Medical Practice', a 'Help' link, and a 'Sign out' button. Below the navigation bar, there's a section titled 'My ACC medical certification' with a sub-header 'No data available for the selected view'. A message states: 'You can request access or select a different dashboard from the dropdown menu at the top of the page. If you need support, please select the Help link at the top of the page.' A dropdown menu is open, showing 'My dashboards', 'Signed in from: Gardens Medical Practice (FAB1234-C)', and a button labeled 'Request access to practice dashboard'.

✓ Select 'Request access to practice dashboard'

✓ A form will open (screenshot below)



The screenshot shows the 'Request access to practice dashboard' form. The form is titled 'Request access to practice dashboard' and includes a note: 'If you require access to the practice dashboard and have the consent of the Practice Manager, complete the form below. All fields are required.' The form is divided into two main sections: 'Practice details' and 'Practice Manager details'. The 'Practice details' section includes fields for 'Practice name' (Gardens Medical Practice), 'Practice HPI Facility ID' (FAB1234-C), 'Your name' (Lynne Medic), 'Your contact email' (lynne@gardens.co.nz), and 'Your contact phone' (0212224444). There is a checkbox for 'I am the Practice Manager'. The 'Practice Manager details' section includes fields for 'Practice Manager name' (John Manager), 'Practice Manager email' (john@gardens.co.nz), and 'Practice Manager phone' (0213424523). There is a 'Request comments' field with the text 'John said I can have access.' At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

✓ Complete the form and Submit

✓ A confirmation email will be sent to the requester, and the Practice Manager, if there are separate people.

✓ Practice Managers will be asked to verify the request, if it is for a member of your team.

✓ Once we have completed your request, the user will receive a 'notification of access' email.

Requesting Access to BPAC CareSuite

If your practice has not requested access or has not been onboarded:

- ✓ Go to our website <https://caresuite.co.nz/>
- ✓ Click the 'Get BPAC CareSuite now' button
- ✓ Complete the form and Submit
- ✓ A confirmation email will be sent
- ✓ Once onboarded you will receive email notification.
Medtech practices: You will be sent the installation instructions.
Indici practices: The icon is available for your practice automatically.

Support

For more information or to request support, please visit the CareSuite website <https://caresuite.co.nz/>