



**BRITISH  
COLUMBIA**

Ministry of Health Services

# **Accessing the Ministry Web Business Services**

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## ***Introduction To Web Business Services Demonstration Package***

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## **Purpose & Audience**

This demonstration package provides a quick overview of the functionality offered by *healthmetBC* Web Business Services. This sample set is intended for prospective new clients interested in getting a look and feel of the business services and assumes that you are familiar with your web browser. *We recommend that you print a copy of this package before proceeding with the demo.*

*healthmetBC* Web Business Services are available to organizations that provide health care services to clients either directly, such as hospitals, or indirectly, such as the Ministry of Children and Families; and to Employer organizations that provide MSP premium administration for their employees.

## **Business Services**

Although this demonstration presents three typical business services, there are many available on the web. Two Overviews are available on the *healthmetBC* web site that provide detailed descriptions of all business services. Go to <http://healthnet.hnet.bc.ca/catalogu/products/index.html> to access the Overviews on the Products & Services / Projects page.

The Overviews can be found under Web Business Services:

- \* Health Registration (Eligibility, Demographics & PHN Assignment)
- \* MSP Coverage Maintenance.

The business services available to an organization are defined when the organization signs up to use *healthmetBC* Web Business Services.

\*\*\*Note: An organization must receive authorization from the Ministry of Health Services, and must meet security requirements before access will be granted to the production versions of the *healthmetBC* Web Business Services.

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## What You Need to Know When You Are Doing The Demo...

➔ All of the data available from this database is fictitious and in no way is intended to represent any person, living or deceased.

- ☒ An \* (asterisk) denotes a mandatory field. If you leave a mandatory field blank, you will receive an *Error Message*.
- ☒ Enter does not submit the transaction. You must click Submit.
- ☒ The cursor does not move to the next field automatically. Use your mouse or tab between fields.
- ☒ Dates default to the current date. Overtyping to change.
- ☒ Report any problems/questions to the Ministry of Health Services HelpDesk at 250-952-1234.
- ☒ User Guides are available to provide business rules, interface, and form completion details. On Line Help will soon be available.

## Signing On



Open your Netscape or Internet Explorer browser and go to the training environment URL:

<http://hnwe1.moh.hnet.bc.ca/>

**Training ID:** **demo** (key exactly as shown)

**Password:** **hndemo7** (key exactly as shown)

- ☒ If the ID and password combination do not work, call the Ministry of Health Services HelpDesk at 250-952-1234.
- ☒ After you have successfully signed in, you will see the Welcome page. The Main Menu is located on the left-hand side of the screen.



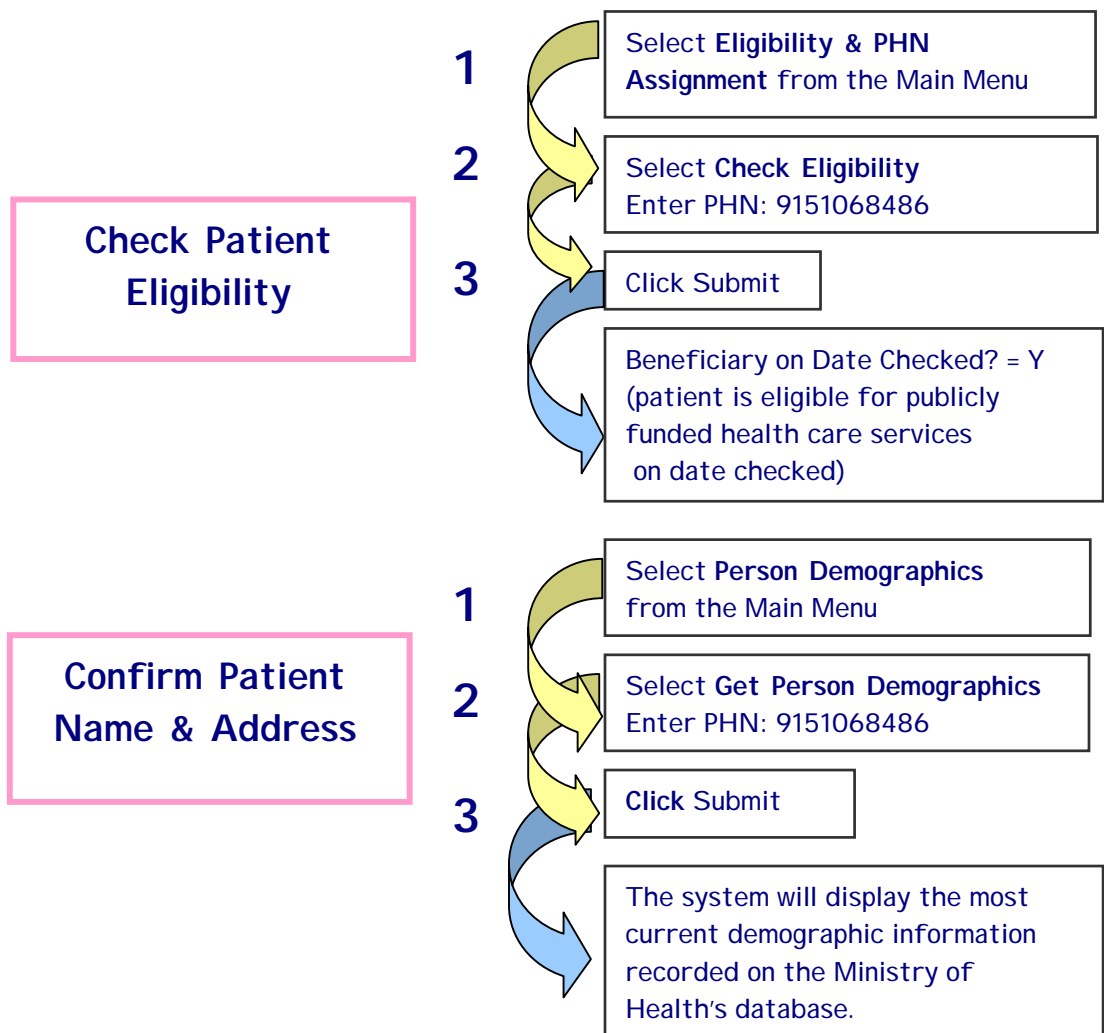
You may now proceed to the sample set of *healthnetBC* business services. Each example has just three easy steps to follow. *All data in these examples is fictitious.*

## 1 Checking Patient Eligibility

A patient has arrived at the hospital with their CareCard. The hospital admissions clerk is required to check the patient's eligibility status and confirm that their name and address are recorded correctly with the Ministry of Health Services.

### 1.1 Eligible Patient

The Check Eligibility business service will confirm eligibility for publicly funded health care services on the date checked.



### Next Business Services:

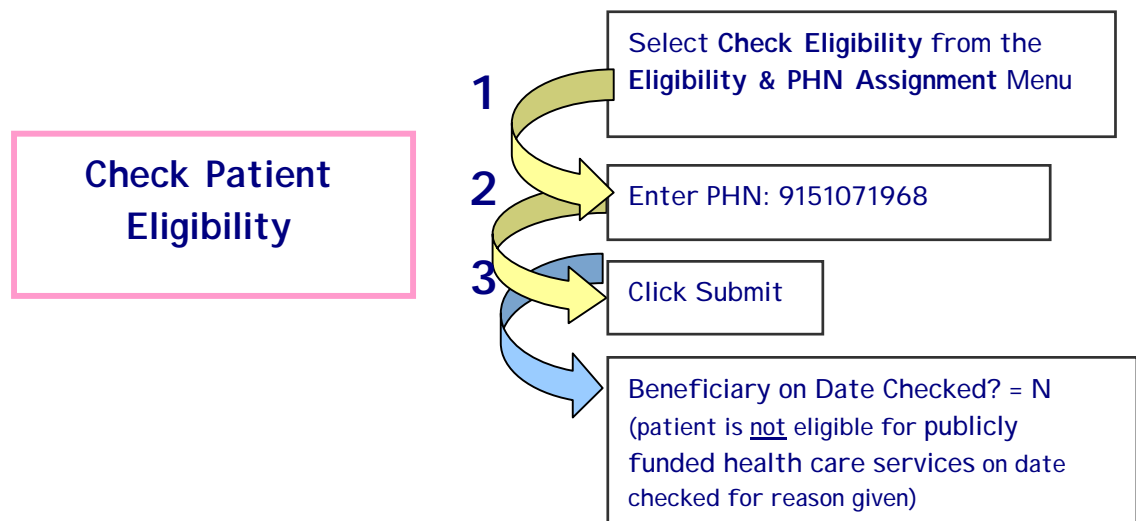
These buttons at the bottom of each response screen provide a convenient link to the next business service that a user may want to access.

*Note: Do not use these links during the demonstration, as they are not operational*

→ An authorized *healthmetBC* web user could use these links in their work to select [Update Person Demographics](#) to change patient information or, select the [Update Person Address](#) to change the patient's address information.

## 1.2 Ineligible Patient

The [Check Eligibility](#) business service will provide a message explaining why the person is not eligible.



### Additional PHN's:

Try the following PHN's to see other reasons for ineligibility:

9151071968

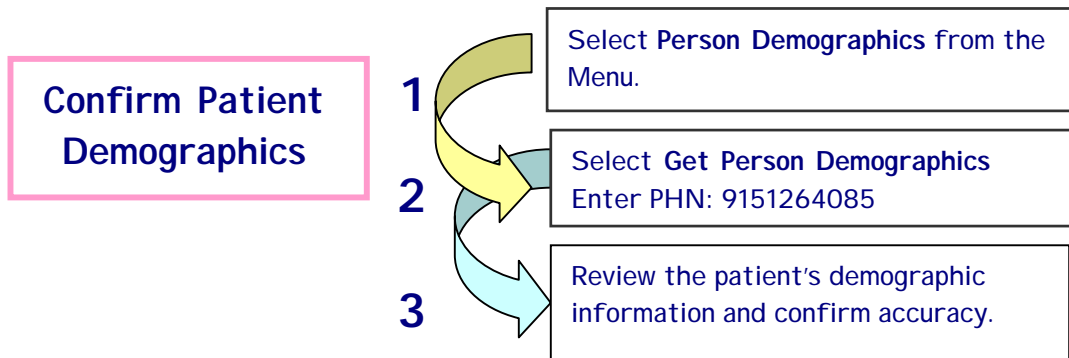
No longer a resident of B.C.

9512917805	Residency in question.
9151083529	Opted out of publicly funded health care.
9151086857	Canada Health Act exclusion (e.g. RCMP, Armed Forces) requiring third party billing.
9151084957	Deceased.

## 2 Checking Person Demographics

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A hospital admissions clerk needs to verify that the name, birth date, gender and address recorded for a patient is correct.



### Next Business Services:

These buttons at the bottom of each response screen provide a convenient link to the next business service that a user may want to access.

*Note: Do not use these links during the demonstration, as they are not operational*

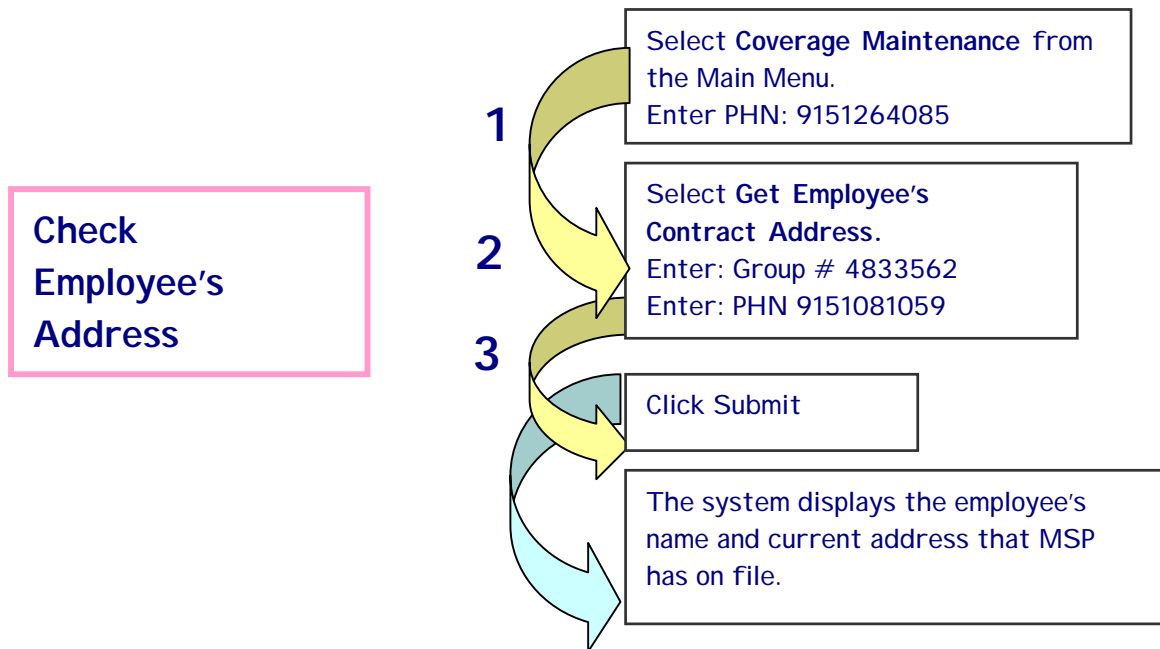
➔ An authorized *healthmetBC* web user could use these links in their work to select [Update Person Demographics](#) to change person information or, select the [Update Person Address](#) to change the address information.



### 3 Checking Employee's Contract Address

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A payroll clerk wants to verify that MSP has the correct address recorded for an employee.



#### Next Business Services:

These buttons at the bottom of each response screen provide a convenient link to the next business service that a user may want to access.

*Note: Do not use these links during the demonstration, as they are not operational*

➔ An authorized *healthmetBC* web user could use these links in their work to select [Update Employee's Contract Address](#) to update the employee's address.

## 4 Appendix

List of additional PHN's to use if you wish to try each business service more than once.

	Scenario	PHN's	
1.	Checking Patient Eligibility		
	1.1 Eligible Patients	9151068486	9151067911
		9151075159	9151072898
		9151264085	9151072755
	1.2 Ineligible Patients	9151084394	9151072028
		9151067975	9892719147
2.	Checking Person Demographics	9151271905	9151271833
		9151271897	9151271858
		9151271872	9151271865
3.	Checking Employee's Contract Address	Group # 4600144	Group # 3013232
		PHN 9151068289	PHN 9151086491