


MSI/Resident/Fellow/Staff Physician/Pharmacist Students and Pharmacists

You are responsible for registering and completing PHC PCIS training before system access is granted.

To register for training courses, you must create a personal account in the **Course Catalogue Registration System (CCRS)**. CCRS is accessed from the Internet or Intranet. Users must create their own account. All new users need an email address to sign up for an account. If you do not have a PHC email account, see the list of accepted email addresses.

Create a New CCRS Account

1. Open an Internet browser.
2. Type in URL: <https://ccrs.vch.ca>
3. Click  **New User**.
4. Read the **By accessing this system, I agree to the following:** and click **I Agree**.

Set up an account:

Select your employment status:

1. Select **Physician** (CPSID # is required) OR
Select **Contracted/Affiliated Employee** (no CPSID # is required).
2. Select your **Primary Health Organization**.
3. Complete the details (e.g. name, email, etc.).

When your account has been created, you will receive an email confirmation.

If you encounter difficulties setting up an account, email: learnwithus@vch.ca

All new users need to register with an approved email address to sign up for a CCRS account - see the list of accepted email addresses in table below. If your email address is not listed, please email learnwithus@vch.ca for assistance.

alumni.ubc.ca	fairhaven.bc.ca	morganplace.ca	sprott-shaw.com
baptisthousing.org	forensic.bc.ca	mun.ca	sprottshawcollege.net
bayshore.ca	fraserhealth.ca	my.adler.edu	stenbergcollege.com
bc.cancer.ca	gcch.ca	mycdi.ca	stenbergstudents.com
bcas.ca	georgederby.ca	mylangara.bc.ca	student.gla.ac.uk
bccancer.bc.ca	gov.bc.ca	myvccollege.ca	student.ufv.ca
bccdc.ca	gvcss.bc.ca	nantralodge.bc.ca	student.vcc.ca
bccrc.ca	haropark.org	northernhealth.ca	success.bc.ca
bcehs.ca	hawthornecare.com	online.camosun.ca	sunridgeplace.ca
bcit.ca	hli.ubc.ca	pacificcoastcommunitycollege.com	threelinks.com
bcmhs.bc.ca	hssbc.ca	paladinsecurity.com	tru.ca
bcpra.ubc.ca	interchange.ubc.ca	parkplaceseniorsliving.com	twu.ca
beacons.ca	interconsecurity.com	phoenixsociety.com	ualberta.ca
broadwaylodge.ca	interiorhealth.ca	phsa.ca	ubc.ca
camosun.ca	jci.com	pinegroveplace.com	ucalgary.ca
canadianhealthcareacademy.ca	jibc.ca	pinnaclecaregroup.com	ufv.ca
capilanou.ca	kpu.ca	portal.douglas.bc.ca	uleth.ca
cc.umanitoba.ca	kwantlen.ca	postgrad.med.ubc.ca	umontreal.ca
cccares.org	kwantlen.net	providencehealth.bc.ca	unbc.ca
cgh.bc.ca	langara.bc.ca	qmed.ca	uottawa.ca
columbusresidence.ca	laurelplace.bc.ca	qub.ac.uk	usask.ca
cw.bc.ca	littlemountaincare.org	queensu.ca	utoronto.ca
dal.ca	louisbrier.com	reachcentre.bc.ca	uvic.ca
douglas.bc.ca	mail.utoronto.ca	reveraliving.com	uwo.ca
douglascollege.ca	mccgill.ca	royalascot.ca	vcc.ca
dundee.ac.uk	mcmaster.ca	sfu.ca	vch.ca
edtefm.com	medportal.ca	sodexo.com	viha.ca
eminata.com	mennoplace.ca	sprottshaw.com	windermerecare.ca

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NOTE: MSIs, Residents, Fellows, Staff Physicians, Pharmacist students/residents and Pharmacists can complete PHC PCIS Basics training online or in a class setting.

The following instructions will assist you to complete the course online. If you prefer to attend a classroom training session, you must register in CCRS for a scheduled class time and location.

Find the PHC PCIS Basics Online Course

1. Login to your CCRS account.
2. Click **Course Search**.
3. In the **Course Name** field, type **PHC PCIS 150G**
4. Select **PHC PCIS 150G (Physicians) – SCM Basics Online** and click >>>*more information*.
5. Click **Start Course**.

Note: If you work in **Emergency or ICU** additional classroom training is required:

Please register in CCRS for the applicable course(s) based on your role and work/rotation area.

Residents in ICU— Enroll in [PHC PCIS 200G SCM Physician Order Entry](#)

Residents in ED — Enroll in [PHC PCIS 010 ED Manager](#) and [PHC PCIS 200G SCM Physician Order Entry](#)

MSIs in ED — Enroll in [PHC PCIS 010 ED Manager](#) (*MSIs do not perform order entry*)

Information About the PHC PCIS Basics Online Course

Complete the following:

1. View all 11 modules.
2. The **Competency Quiz**.
3. The **User Information** and **Terms of Use** forms.
4. Print, complete and fax or email the **Personal Identification Code** form (*instructions are on the form*).
5. It takes approx. 45-60 minutes to complete the course.

Note: If you are having difficulties accessing or completing the online course email: pcissupport@providencehealth.bc.ca .

WebDI Access

- If you require access to view patient images, please complete the [WebDI Access form](#) . For further assistance with obtaining a WebDI account, please call the Service Desk at 604-806-9333.

Dictation ID (MSIs, Residents, Fellows, MDs only)

- You need to complete PHC PCIS – SCM Basics training prior to receiving a dictation ID, regardless of whether you have an active dictation ID at another Health Authority. Transcription Services will provide you with a dictation ID or activate your current dictation ID for use at PHC. Please allow 1-2 business days **after** your SCM account has been created, for your dictation ID to be activated.

For dictation and/or transcription issues contact:

- By e-mail: transcriptionalerts2@vch.ca
- By phone: 604-806-9696

Access To PHC PCIS

Your PHC PCIS **Username** and **Password** are emailed (within 2-5 business days) when the following are complete.

- All 11 modules have been viewed.**
- Passing score received in Competency Quiz.**
- User information** and **Terms of Use** form completed.
- Personal Identification Code** form ([click here](#)) emailed to phpcistrainingrequest@providencehealth.bc.ca or faxed to 604 875-4064.