

CHAPTER 11. RECEIVING AGENCY SETUP FUNCTIONS

This section explains how to use the Setup Function in order to maintain information about:

Includes / Examples:

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<i>Agencies</i>	Vancouver Coastal Health Authority (VCHA)
<i>Departments</i>	School of Nursing or Rehabilitation Sciences
<i>Sites</i>	Richmond Hospital or Raven Song Community Health Centre
<i>Services</i>	Surgery, Medicine, Palliative Care, Home Care Nursing
<i>Destinations</i>	Minoru 3W, CP W7, 2A/C

11.1. AGENCIES

Agencies can only be added once approved by the BC Academic Health Council. To add a new Agency to HSPnet use your **Feedback** button on the left navigation and send your request. Include the department, site, service and destination that you would like entered.

11.2. DEPARTMENTS



Add New Department Follow these steps to add a new Department:

1. Select **SETUP** from the left navigation.
2. Select [Departments](#) from the Administration table.
3. Click  to add new Department.
4. In the fields provided, enter the Department Long Name and Short Name, and click  to Save.

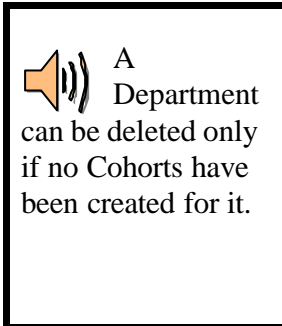
Edit Department Follow these steps to edit an existing Department:


1. Select **SETUP** from the left navigation.
2. Select [Departments](#) from the Administration table.



3. Identify an existing Department to be edited and click .
4. Edit any of the fields and click  to Save.



Delete Department Follow these steps to delete a Department:





1. Select **SETUP** from the left navigation.
2. Select [Departments](#) from the Administration table.
3. Identify an existing Department to be deleted, and click .
4. When prompted “Are you sure you want to delete this Department?” click **OK**.

11.3. SITE SETUP

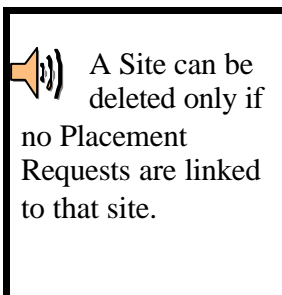
Add New Site Follow these steps to add a new agency Site:


1. Select **SETUP** from the left navigation.
2. Select [Sites](#) from the Administration table.
3. Click  to add a new agency Site.
4. In the fields provided, enter the Site Long Name and short name, and click  to Save.

Edit Site Follow these steps to edit an existing Site:

1. Select **SETUP** from the left navigation.
2. Select [Sites](#) from the Administration table.
3. Identify an existing Site to be edited, and click .
4. Edit any of the fields then click  to Save.



Delete Site Follow these steps to delete a Site:





1. Select **SETUP** from the left navigation.
2. Select [Sites](#) from the Administration table.
3. Identify an existing Site to be deleted, and click .
4. When prompted “Are you sure you want to delete this Site?” click **OK**.

11.4. SERVICE SETUP

Add New Service Follow these steps to add a new Service:

1. Select **SETUP** from the left navigation.
2. Select [Services](#) from the Administration table.
3. Click  to add a new Service.
4. In the fields provided, enter the Service Long Name and Short name, and click  to Save.


Edit Service Follow these steps to edit an existing Service

1. Select **SETUP** from the left navigation
2. Select [Services](#) from the Administration table
3. Identify an existing Service to be edited, and click .
4. Edit any of the fields then click  to Save.

Delete Service Follow these steps to delete a Service:





A Service can be deleted only if no Placement Requests are linked to that service.

1. Select **SETUP** from the left navigation.
2. Select [Services](#) from the Administration table.
3. Identify an existing Service to be deleted, and click .
4. When prompted “Are you sure you want to delete this Service?” click **OK**.



11.5. DESTINATION SETUP

Add New Destination Follow these steps to add a new Destination:

1. Select **SETUP** from the left navigation.
2. Select [Destinations](#) from the Administration table.
3. Click  to add a new Destination.
4. In the fields provided, enter the Destination Long Name and Short name, and click  to Save.

Edit Destination Follow these steps to edit an existing Destination


1. Select **SETUP** from the left navigation

2. Select [Destinations](#) from the Administration table
3. Identify an existing Destination to be edited, and click .
4. Edit any of the fields then click  to Save.

Delete Destination Follow these steps to delete a Destination:



A Destination can be deleted only if no Placement Requests are linked to that destination.

1. Select **SETUP** from the left navigation
2. Select [Destinations](#) from the Administration table.
3. Identify an existing Destination to be deleted, and click .
4. When prompted “Are you sure you want to delete this Destination?” click **OK**.