

Adding New Residents to VirtualCare

In order for residents to be seen by a physician, you will need to ensure they have been added to your home's VirtualCare resident list. Please complete the following steps:

Login to VirtualCare and go to the **Profiles** tab. Click on **Add Dependent**.

1

The screenshot shows the VirtualCare interface with the 'Profiles' tab selected. Under the 'Chartwell Home Hogwarts' profile, the 'Add Dependent' button is highlighted with a red rectangle.

Fill in the resident's details and specify the relationship as shown below. Remember to add the resident's phone number to the **Last name** field

2

The 'Add Dependent' form is shown with the following fields:

- Personal information:** First name (Albus), Last name (Resident 416-555-1111), Sex (Male), Birth date (31-12-2017), Health card issued in (British Columbia), Health card number (0000-111-000-AP).
- Relationship:** I am their (Other relationship), Specify relationship (Retirement Home).

 An 'Add' button is at the bottom.

A registration request will now be sent to the clinic to validate and accept.

3

The screenshot shows the 'Profiles' tab with the 'Albus Potter' entry added. The status 'Pending' is highlighted with a red rectangle.

Once the clinic accepts the registration request, the resident will then be registered.

4

The confirmation message reads:

- Dependent registration request has been accepted**
- Hello Chartwell Home,
- Your dependent registration request for Albus Potter has been accepted.
- Please follow the link below to view your [dependent's information](#).
- [View Dependent](#)

Click on **Request a Virtual Visit** to set up a virtual visit on the resident's behalf.

5

The screenshot shows the 'Visits' tab with the 'Request a Virtual Visit' button and the 'Albus Potter' entry highlighted with a red rectangle.