



## DIAGNOSTIC ACCREDITATION PROGRAM

College of Physicians and Surgeons of British Columbia

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# Accessing Facility-specific Content through Web Account

## Purpose

The Diagnostic Accreditation Program (DAP) provides each diagnostic service access to a secure web account for the purpose of distributing confidential documents.

## Types of Content

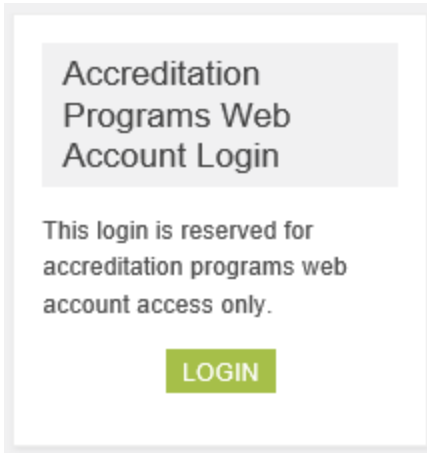
Document Folder	Document Subfolder
On-site Assessment - YYYY	<ul style="list-style-type: none"> <li>• Accreditation manual</li> <li>• Document submission</li> <li>• Pre-assessment forms</li> <li>• Protocols</li> <li>• Self-assessment and evidence</li> </ul>
Draft Report Accreditation Report -YYYY	<ul style="list-style-type: none"> <li>• No subfolder</li> </ul>
Accreditation Report - YYYY	<ul style="list-style-type: none"> <li>• Accreditation report</li> <li>• Self-assessments</li> </ul>
Outstanding Mandatory Requirements	<ul style="list-style-type: none"> <li>• Evidence submission forms</li> <li>• Instructions for Submitting OMR Evidence</li> <li>• OMR summary</li> </ul>
Pulmonary Function Quality Control	<ul style="list-style-type: none"> <li>• No subfolder</li> </ul>
Spirometry Quality Control	<ul style="list-style-type: none"> <li>• No subfolder</li> </ul>

## Procedure

This procedure describes how to access documents through the web account.

1. If you do not already have one, contact any DAP administrative assistant to obtain a username and password.
  - a. Phone: 604-733-7758 ext. 2635

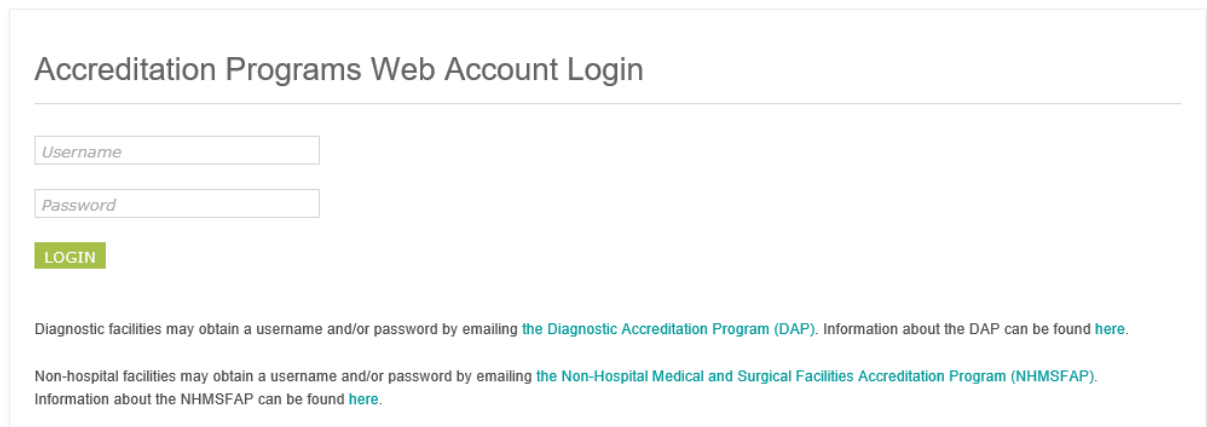
- b. Toll free within BC: 1-800-461-3008 ext. 2635
2. Record your username and password in a secure location.
3. Open your web browser and go to the DAP website at <https://www.cpsbc.ca/programs/dap>.
4. Locate the Web Account Login box and click **Login**.



5. Enter your username and password, respectively, as provided to you by the DAP diagnostic services administrative assistant.



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6. Click **Login**.

7. Locate the document in the **Document Folders**.

The screenshot shows a web interface for 'ABC Hospital'. At the top right, it says 'Welcome ABC Hospital' with two buttons: 'DAP Documents' and 'LOGOUT'. On the left, there is a 'Document Folders' sidebar with a tree view. The 'On-Site Assessment - June 15, 2017' folder is expanded, showing sub-items like 'Accreditation Manual', 'Pre-Survey Form', 'Self-Assessments', and 'Spirometry Quality Control'. The main content area on the right has the heading 'DAP Documents' and a message: 'Welcome to the DAP document repository. Please select the document that you would like to view from the menu that appears on the left hand side of this page.'

8. Click **Download** to open the document.

This screenshot shows the same interface as above, but with a table of documents. The 'Accreditation Manual' item in the left sidebar is highlighted with a box. The table below has the following data:

Filename	Size	
2015 PF Accreditation Manual_2016-01-11.pdf	744.20KB	<a href="#">Download</a>

The 'Download' button in the table is highlighted with a red box.

9. Document is ready for viewing, printing or saving.

If you have any questions or difficulty with these steps, please contact a DAP administrative assistant at the number noted above.