CONNECT

Request a New Account in EpicCare Link

To request a new account in EpicCare Link, follow the steps below:

Try It Out

- 1. Click the following link: https://epiccarelink.et0939.epichosted.com/EpicCareLink PRD.
- 2. Click **Request New Account**.



3. Click Site to request a new site.





4. Fill in the demographic information for the site and click **Next**.

Site Information	_			
Site name:				
Phone:		e Fax:		
A Site NPI #				
Address				
Address:				
O City				
O Children	0.70			
G State	• • • •			
e County:	•			
😝 Country:	~			
Site Request Details				
Does your group provide	direct clinical care for Spartanburg Regional Healthcare System patients?	Yes No	Comment	
6	Access Justification (Why does your site need access?)		Comment	
Owner, Physician,	CEO, or Administrator who will be signing the contract- including credentials and title:		Comment	
Please list the practi information of D	ce's Direct Secure Messaging address [if it has one] (For inect Secure Messaging, please see this definition sheet: https://www.healthit.gov/sites/default/files/page/2020 /j0720_Direct#320Secure#20Messaging%20Basics.pdf)		Comment	
Other				
Comments:				

5. Choose a type of user to add to your site.

w Account Request ▶ Site ▶ Users ▶ Add User	
	R Add a user to your site
	Choose a type of user to create:
	Provider Request access for a new provider
	Clinical Staff Request access for a new clinical staff member
	Front Desk Request access for a new non-clinician staff member
	Biller Request access for a new non-clinician staff member
	Site Administrator Only Request acress for a new non-clinician staff member

6. Fill in the user information and click **Accept**.

New Account Request 🕨 Site 🕨 Users 🕨 Add User 🕨 Front Desk	
User Information	
e First name:	
🔥 Middle name:	
🔒 Last name:	
Work Email: (NO generic accounts- ie Gmail, Yahoo):	
B Date of birth:	
Basic Information	
e ssn:	Work Phone: (Direct to work area • No generic routing menus • No personal phone/cell #s):
Other	
Comments:	
Site Admir	nistrator
A site admin user account requests to a	istrator is the person responsible for maintaining a sitle's records. These responsibilities include verifying that is are current, deactivating the accounts of users who are no longer active at the site, and submitting curbate new user accounts. Every site must have at least on administrator.
□ Make thi	is user a site administrator
	Arrent X Carrel

7. + Add, < Edit, or - Delete users. (Note: You are required to designate a site administrator.)

Ерю		• *	1		in in
lew Account Request → Site → Use	rs				
		1. Site Inf	ormation 2. Users 3. Verification		
ers					
Add / Edit Delete	Hear Turne	NDI	E mail	Cite Administrator	
Nurse, Maggie	Clinical Staff	NP1	nurse@noreply.org	No	

- 8. Once you have reviewed the users, click **Verification**. (Note: If Verification is grayed out, you have not selected a site administrator. Review the Site Administrator column of the dashboard.)
 - a. To update a user to a site administrator, click the users name from the list of users.
 - b. Select the checkbox on the form to designate the selected user as a site administrator.

Epile		
New Account Request 🕨 Site 🕨 Users	Edit User	
	User Information	
	First name:	Maggié
	🔺 Middle name:	
	Last name:	Nurse
	Work Email: (NO generic accounts- ie Gmail, Yahoo):	nurse@noreply.org
	Date of birth:	1/1/1990
	Basic Information	
	\$5N:	777777777 Work Phone: (Direct to work area • No generic routing menus • No personal phone/cell #s): 664-560-6000
	Associated Providers: List the providers this user works	• ###
	Clinical Staff Request Details	Imaging results: View imaging result reports v
	Other Comments:	
	Site Admini	listrator
	A site adminis user accounts requests to ac Make this	stator in the genon-seponde for maintaining a data is social. These responsibilities include verying that are correct, description the account of users and use no tonge active the sk, and submitting cluster mere accounts, they are much have at feast one administration.
		🖌 Accent 🛛 🗙 Cancel

- c. Click ✓Accept to return to the list of users.
- 9. Review the Terms and Conditions and fill in the verification information. Click **V** Submit Request.

		* * '		1
w Account Request ▹ Site ▶ Users ▶ Verific	ation			
		1. Site Information 2. Users 3. Verification		
	Verification			
	Terms and Conditions:	SRHS Link Access and Use Agreement	Û	
		This SRHS Link Access and Use Agreement ("Agreement") be Regional Health Services District, Inc. d/bla Spartanburg R System ("SRHS") and the healthcare provider designated below ("	tween Spartanburg legional Healthcare "Participant") details	
		I agree to the Terms and Conditions above.		
	Verification:	I'm not a robot		
	8 Requested by:	Proteg - Terms		
	Primary contact:	Nurse, Maggie - nurse@noreply.org		
		The primary contact will be used for communication about this request. A verification email will be sent to this address when your request is subm	nitted.	

Previous
 Submit Request
 X Cancel Request

10. Click ✓ OK when the Confirmation appears.

Epie		lin and and and and and and and and and an
New Account Request Confirma	ion	0
Verify Your Email Addre		
Click the link sent to addict and	new with the subject Verify Email Address.	
Having trouble?		
 If you cannot find the em Contact the help desk by 	, try checking your span tolder or incoming email titled. Illing 964-560-4357.	
Reference +: 25587		
Thank You for Submitting Your Account Re	Jøst	
Please print this page as your account request	confirmation. It can take up to 3 weeks for our administrators to review your information. We may contact you if we have add	lional questions.
What To Do Next? 1. You will receive your access informatio 2. Once you receive your username, you	by emailin about 2-3 weeks Ill receive instructions on how to complete setting up access to SRI-6 Link & Cenx.	
Additional Information I you have questions or have not received a re	ponse after 3 weeks, you can email <u>initaccessificita.com</u> to reach our SRHS Link Team, piease include your Reference if	
Sincerely.		
SRHS Link Team		
		¥00.

11. You will receive an email to verify your email address. Validate your email for SRHS Link with the included hyperlink.



12. Once you have validated your email address, a screen will appear notifying you that your email address is verified.



13. You will receive an email with confirmation of a new account request for SRHS Link.



14. If your request is approved, you will receive an email notifying you that the SRHS Link account has been provisioned. The review process can take 10-15 days. The email will include your login information. (Note: You must call the SRHS Help Desk at (864)560-4357 to reset your password prior to logging in.)



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Please email <u>linkaccess@srhs.com</u> for any questions regarding requesting a new account in EpicCare Link.