

STEPS TO SET UP YOUR SITE

New account Requests.

Users				
+ Add Edit Delete				
Name	User Type	NPI	Email	Site Administrator
<input type="radio"/> Early, Gene	Non-Clinician		yeow.chang@mlh.org	Yes
<input type="radio"/> Early, Genetics	Clinical Staff		yeow.chang@mlh.org	No
<input type="radio"/> Early, Genetic-Biller	Biller		yeow.chang@mlh.org	No

New Account Request Confirmation



Email Address Verified

Reference #: 46832

Thank You for Submitting Your MLH EPIC Care Link Account Request.

It is a pleasure to partner with your organization by providing your staff access to charts of your Methodist Le Bonheur Healthcare patients. Continuity of care is important to provide the best care for our patients.

Please print this page as your account request confirmation. MLH administrators will review your information and may contact you if we have additional questions.

What To Do Next?

1. You will receive your access information by mail or from your site administrator.
2. Once you receive your username and password, go to <https://www.methodistmd.org> to launch MLH EPIC Care Link.
3. Log in with the username and password you've been provided. You will be prompted to change your password the first time you log in.

Additional Information

If you have questions, refer to <https://www.methodistmd.org/epic/MLH-EpicCare-Link/> FAQ section

We sincerely welcome you.

Methodist Le Bonheur Healthcare.



donotreply@mlh.org

To [REDACTED]

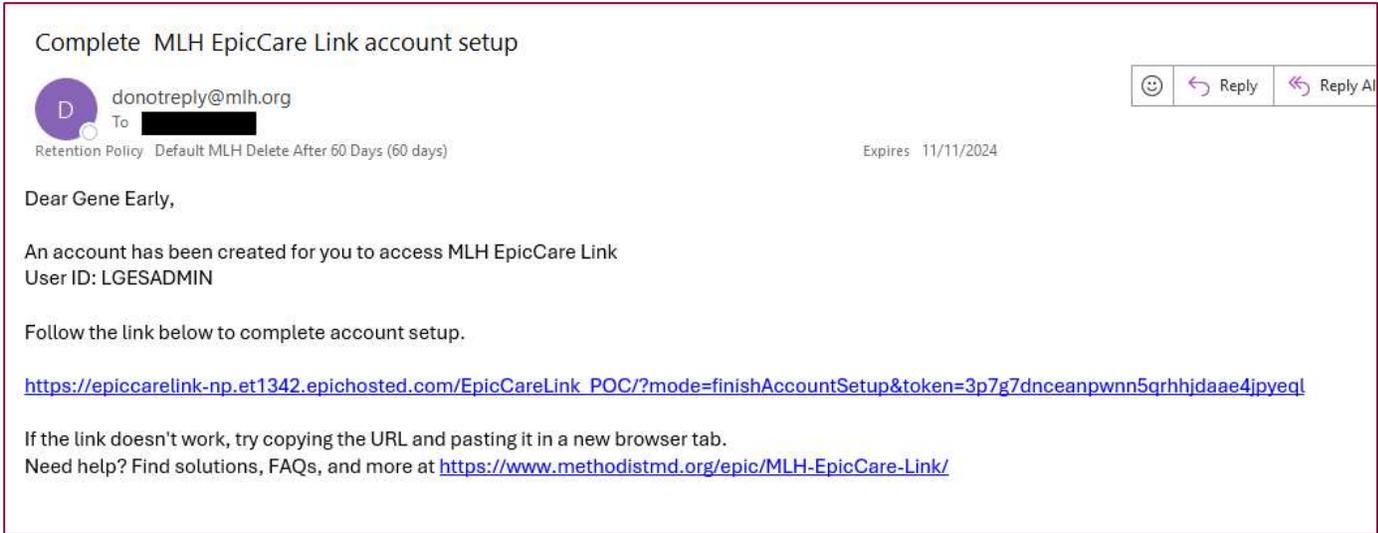
Retention Policy Default MLH Delete After 60 Days (60 days)

Expires 11/11/2024

Thank you for verifying your email address. An account has been requested for you to access MLH EpicCare Link. Your reference number is 46832. You will need this number later to set your password if your request is approved.

Need help? Find solutions, FAQs, and more at <https://www.methodistmd.org/epic/MLH-EpicCare-Link/>

Once the practice and all the users are generated the Site Administrator will receive the following notification to complete setting up their account. Please Note your reference number.



Site admin set up account. Please have your reference number ready. Site Admin will be prompted to enter your **User ID** and **Reference Number**. After entering your User ID and Reference number you will be prompted to create your Password. Min 12 Character PW.



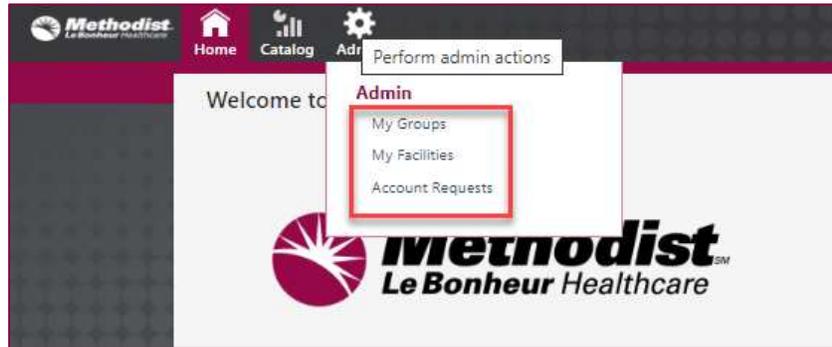
Next you will be asked to create Security Questions and Set up Two Factor Authentication.

Once you set up Two Factor Authentication you will receive a Reset Code.

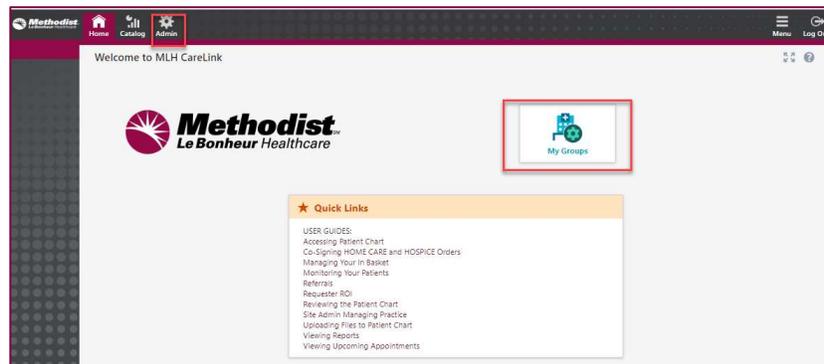
SAVE THIS CODE. This will be used to identify you, should you lose access to your email or other Two Factor authentication.



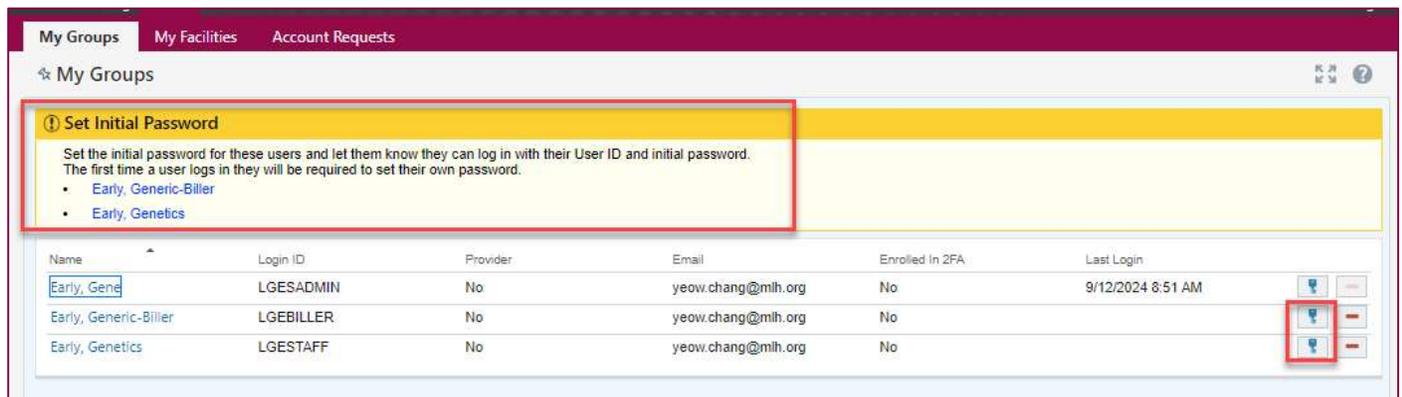
Once the Site Administrator has completed setting up their own account, they will be able to create temporary password for users in their account.



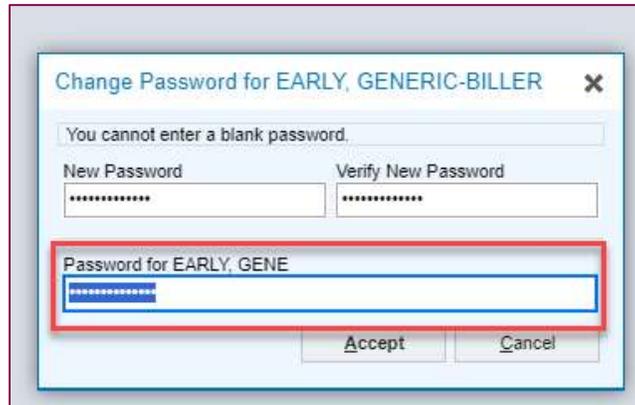
Or



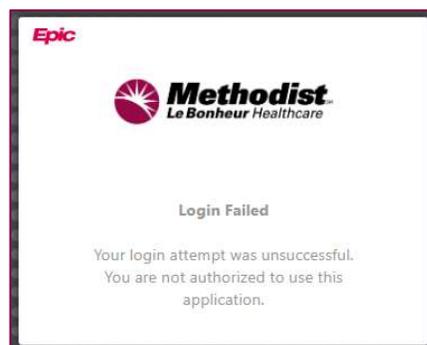
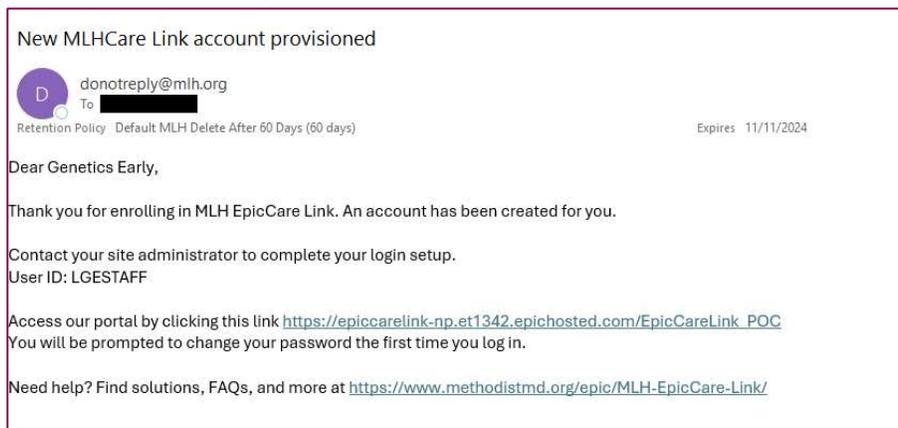
To set up each user select the key:

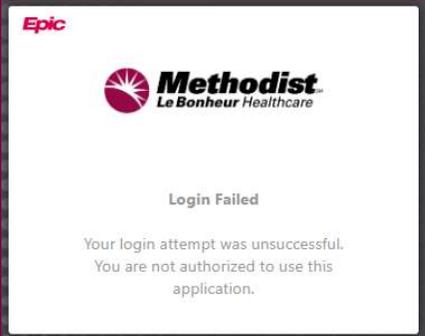


- ❗ **NOTE:** Site Administrator must have their own PW ready.
- ❗ **Suggestion:** Some sites have over 200 users. When setting up all your user's temporary password, use a password that can be easily remembered. This password is one time use only. The users will need to change their password when they log in the first time.



Site users will receive the following e-mail.



- ❗ Prior to Oct 5th, the users will see  when they try to log in.
- ❗ After Oct 5th, users will be able to complete their set up when MLH launch EPIC on Oct 5th. Select the link in the email to start completing the access.