

THE FUTURE STARTS WITH YOU

MLH EC Link New Account Request
Instructions



my ^{MLH} **PASSPORT**

MLH EpicCare Link Site Administrator Features

MLH EpicCare Link (MLH EC Link) Site Administrator provides critical operational needs;

- New site enrollment
- Post live site maintenance

These features are unique to MLH EC Link are not available in EPIC Hyperspace.

New Account and User Request

One of the main focuses of MLH EC Link is to expand and enable a large network of users to increase scope. Through New Account Request, this function becomes even easier for administrators. Site administrators can manage their sites, add user access requests, create accounts, update user passwords, and perform other administrative processes. The task of collecting and requesting information of new community users and sites takes place entirely within Epic.

View and Edit Users

The My Groups activity allows designated site administrative users in a community practice to keep track of the users in their practices who currently have access to MLH EC Link. These users work with your organization to ensure that user accounts remain up to date and current accounts remain active. With appropriate security, these designated users can edit users' demographic information and update their passwords.

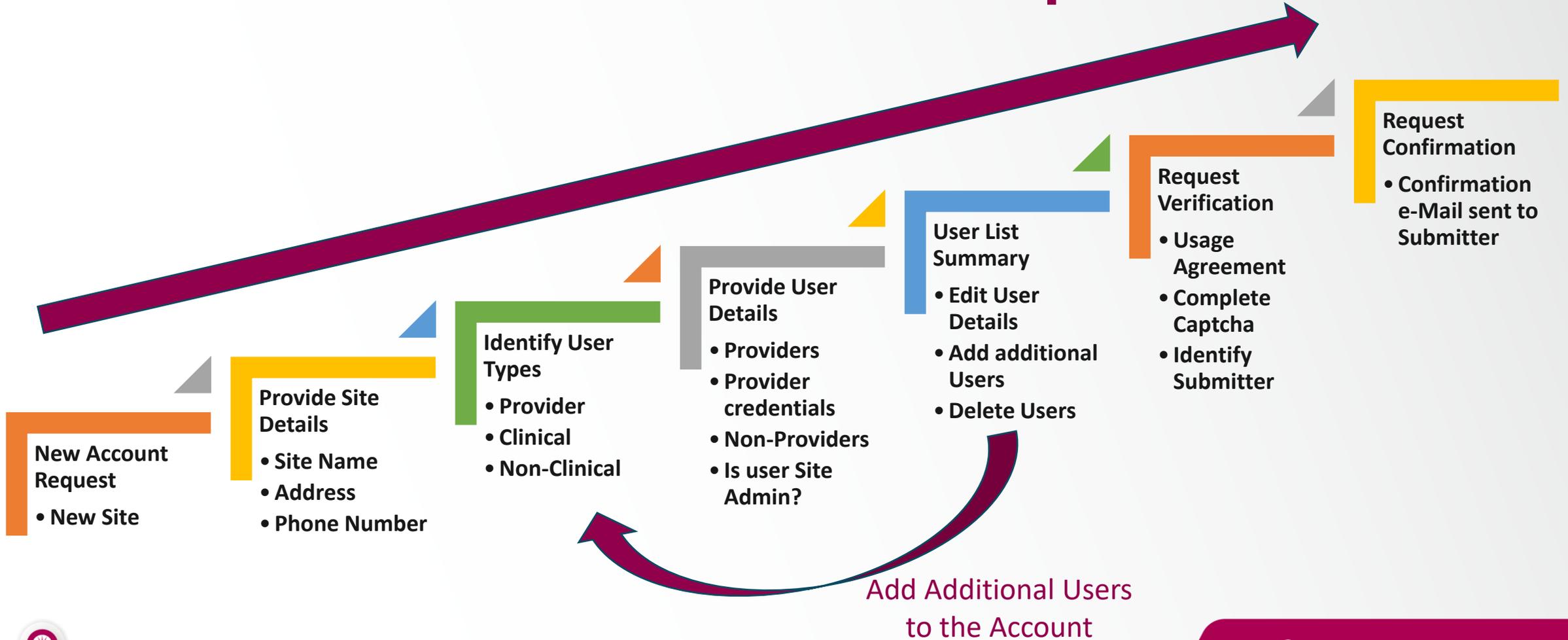
Site Verification

Site administrators can use Site Verification to verify and update lists of active users for their sites. MLH configure MLH EC Link to send notifications to these administrators every 6 months directing them to log in to the application and verify that lists of current users at their sites are accurate. Also from this activity, administrators can deactivate old users and include reasons for deactivation.

MLH EpicCare Link Key Dates

Now	<ul style="list-style-type: none">• Site Admin starts requesting for new account and users• MLH EC Link Analyst start building the sites and creating the users
August 30 th	Site request after August 30 th will be onboarded post go-live
September 30 th	Site Admin provide site users: <ul style="list-style-type: none">• User Log in IDs• Temporary Password• Go Live packet and Instructions
October 5 th	Go Live. (Midnight of Oct 4 th / Oct 5 th) <ul style="list-style-type: none">• Site users will have the ability to log in, change PW and start using MLH EC Link• MyMLHPatients will be offline. User will be directed to use MLH EC Link.

MLH EC Link New Account Request Process



MLH EC Link Request a New Account

https://epiccarelink.et1342.epichosted.com/EpicCareLinkPRD/common/account_request_main.asp



Create User Accounts for Your Site



Request a new site

A site represents your workplace and must exist before you can add user accounts.



Add a user to an existing site

If someone at your workplace already has access, your workplace has a site.

New Account Request

Reserved for Research
Studies Groups

MLH EC Link New Account Request - Site

Site Information

- Required Data 
- Recommended Data 
- Site Name (e.g., Family Care - Atoka)
- Use most appropriate Site Type. Site Types helps the Onboarding team to determine what access is needed. Example: A Biller site do not need referral or orders functions. Independent Clinics for PCPs or other practices.

1. Site Information 2. Users 3. Verification

Site Information

 Site name:

 Site type:

 Phone:  Fax:

Site NPI #:

Address

 Address:

 City:

 State:  ZIP:

County:

Country:

Other

Comments:

EC Link Identify User Type

The type of user selected will determines:

1. Functions the users will have access to.
2. The different information needed like NPI for providers.
3. **Research Monitors** user type is limited to medical research initiatives or research study groups.



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

Non-Clinician

Request access for a new non-clinician

School Nurse

Request access for a new school nurse

Mobile Crisis

Request access for a new EMT

Biller

Request access for a new biller

Requester

Request access for a requester

Research Monitor

Request access for a new research monitor

MLH EC Link User Details (Provider)

- Required Data. 
- Recommended Data. 
- Check the box if the provider does not need to log in and use MLH EC Link.
- Providers are required to provide **Credentials**.
- **Associated Providers:** Optional field. Information for Build Analyst. Leave field blank if needed. (This field does not add users to MLH EC Link)
- **Case Entry:** Select **Yes** if your provider performs surgical procedures at MLH facilities. (These providers will be able to perform or create a Surgical or Cardiology Case Entry for the patient.)
- **Make this user a Site Administrator:** Check the box if the user is going to be a Site Administrator who will manage the site users and site information (MLH Recommends 2 site administrators per site)
- Once **Accept**. Requester will be able verify what is entered and add more users to the account.

User Information

 First name:

 Middle name:

 Last name:

 Work email:

Basic Information

This provider doesn't need to log into this application. Add the provider to this site, but don't create a login account.

Work phone: User Fax:

User Address:

 Address:

 City:

 State:   ZIP:

County: 

Country: 

Credentials

Non-U.S. credentials

 NPI #:  License #:

 License state:  Clinician title:

 Specialty: 

Associated Providers: List the providers this user works with

Provider name:

Case Entry

Does this user need to perform or create surgical or cardiology cases?

Other

Comments:

Site Administrator

A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.

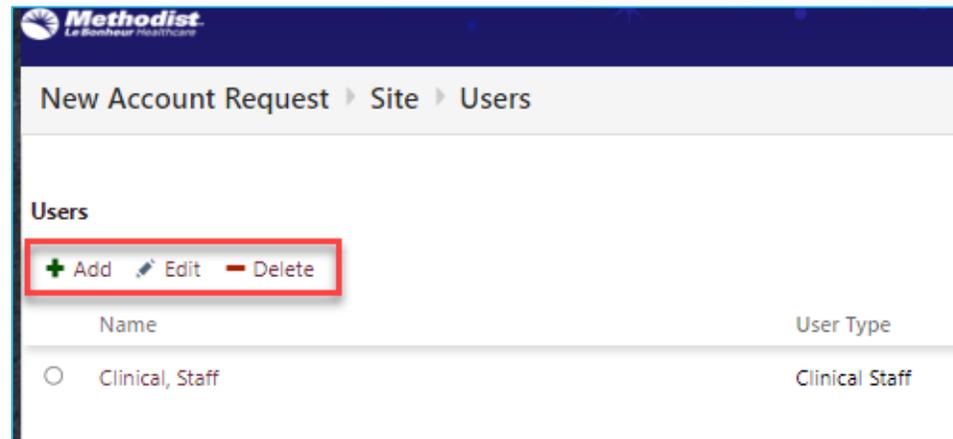
Make this user a site administrator

MLH EC Link User Summary

Requester will be able to:

- Review the list of users requested for this account.
- Add/Edit/Delete users:
 - **+ Add** – To add more users to the site - You will be returned to the Identify **User Type** screen to add more users.
 - **Edit** – Select the user and select **Edit** to edit the user's data.
 - **Delete** – Select the user and select **delete** to remove the user.

When all the users in the site is defined and complete, select **Verify** to start the New Account Request verification process.



MLH EC Link Request Verification

1. Site Information 2. Users 3. **Verification**

Verification

Terms and Conditions:

MLH CONFIDENTIALITY AGREEMENT REGARDING ACCESS TO ELECTRONIC MEDICAL RECORDS

The physician, or the physician authorized representative, have read and understand the "Confidentiality Agreement Regarding Access to Electronic Medical Records" (the

I agree to the Terms and Conditions above.

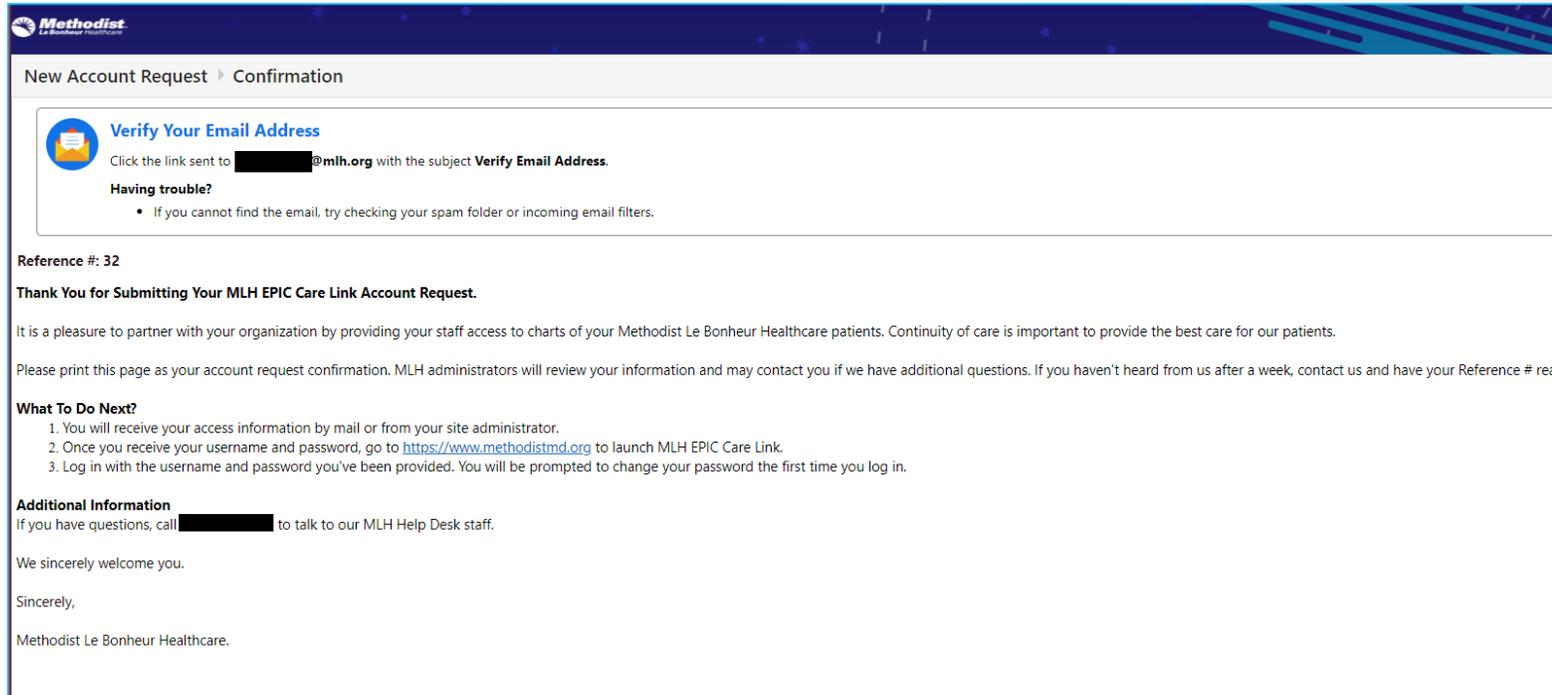
Verification:

I'm not a robot  reCAPTCHA
Privacy - Terms

Requested by:

- Agree to ***MLH Confidentiality Agreement Regarding Access to Electronic Medical Records.***
- Identify that you are not a Robot (reCAPTCHA)
- Insert the name of requestor

MLH EC Link eMail Verification



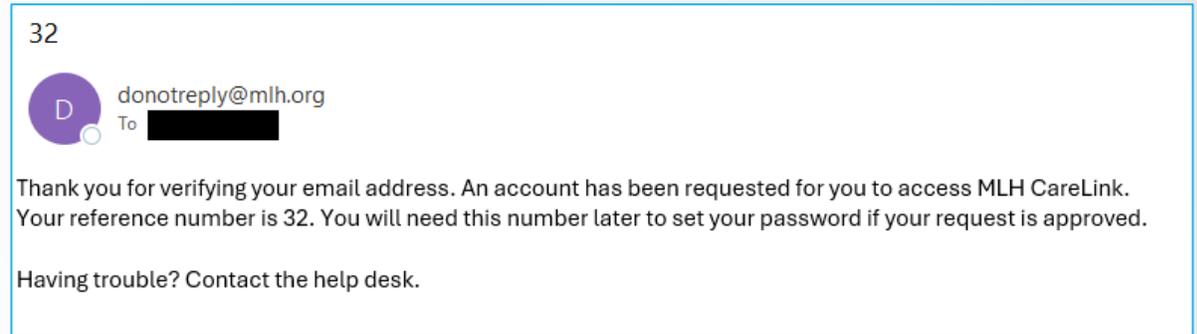
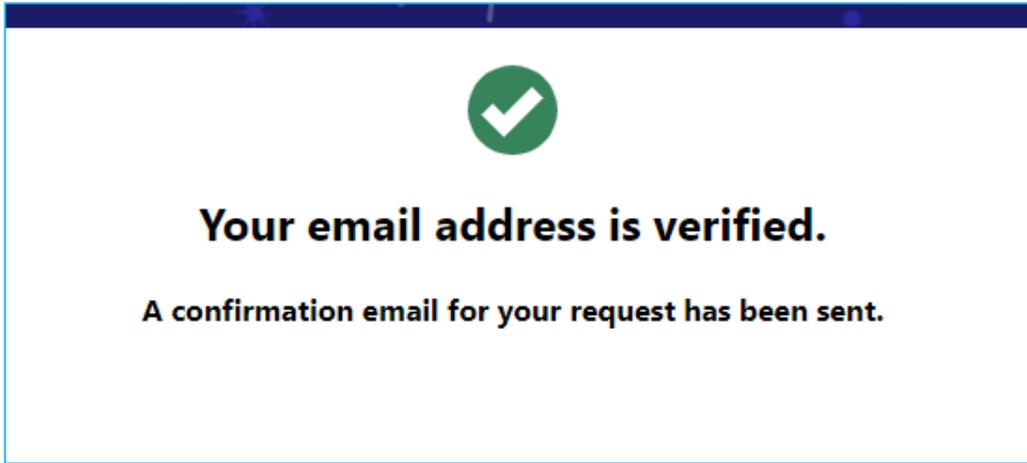
- Once you select Accept in Request Verification you will be asked to verify your email address.
- This verification is to ensure you will be the person receiving username and password.
- Check your email inbox for a message from...

donotreply@mlh.org
Verify Email Address

Check your SPAM folder if you do not see the email in your inbox.

- Select the link in the email to confirm the email.

MLH EC Link Confirmation



- Your New Account Request is complete.
- The New Account Request information is sent to the MLH EC Link Analyst Work Queue to start the build.
- Site administrators will receive a confirmation with a request number and Next Steps.