

EpicCarelink Enrollment Instructions

Dear Valued Partner:

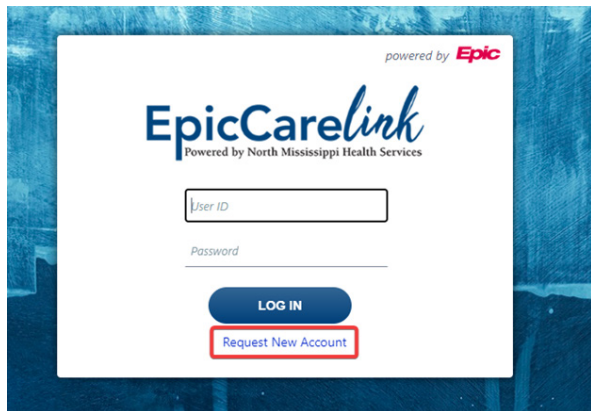
Thank you for choosing to partner with North Mississippi Health Services EpicCare Link. Please follow the instructions in this brochure to securely enroll your site and users. Once enrolled, you and your enrolled users will receive site login information by our Go Live date of April 6, 2024. Once received, your login credentials will remain in effect for use until that time, so please safeguard your information.

You must register each individual provider and staff member who will need access to EpicCare Link to receive their unique logins.

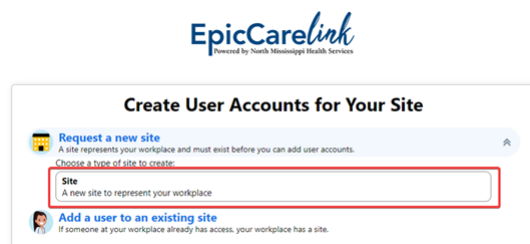
We recommend that you create your site and enroll all users at the same time to streamline the enrollment process. By doing this, the office demographic information can be copied as you enter each user so you do not have to enter the information each time.

STEP 1: CREATE YOUR SITE

1. In your Internet browser, go to Login (myconnection.org/epiccarelink)
2. Click “request new account”



3. Choose “Request a new site”



4. Populate your site information

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:

5. Click “next”

6. Once you create your site, You will be prompted to **add users** as displayed below: Choose the appropriate user type for yourself, fill in appropriate information, and indicate you are the site administrator via the “Site Administrator” check box

7. Add all additional users from your organization

New Account Request > Site > Users

Users

+ Add Edit Delete

8. Review user list and select Verification when done adding users

Name	User Type	MFA	E-mail	Site Administration
test	Post Discharge Case Observer		test@nmhs.net	Yes
test test 2	Post Discharge Case Observer		test@nmhs.net	No

Site Information Verification Cancel Request

9. Accept terms and conditions and indicate the requestor for the net new Link site and users. Select Submit request when completed.

New Account Request > Site > Users > Verification

Verification

Terms and Conditions

SECURITY AND CONFIDENTIALITY AGREEMENT

I, the undersigned, acknowledge receipt of the Information Systems User Access Control

I agree to the Terms and Conditions above

Requested By:

Previous Submit Request Cancel Request

ADDITIONAL INFORMATION

If you forget a user in your initial request, information on how to add additional users will be provided alongside your login instructions. If you have additional questions, email epiccarelinksupport@nmhs.net.

SITE ADMINISTRATOR

A site administrator is the person 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 a least one administrator.

Make this user a site administrator

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
- Care Coordinator**
Request access for a new care coordinator
- Post Discharge Care Clinician**
Request access for a new post discharge care clinician
- Research Monitor**
Request access for a new research monitor

User Information
Name (Last,First):

Basic Information
Date of birth: SSN:
Work e-mail: Work phone:

User Address:
Address:
City:
State: ZIP:
County:
Country:

Associated Providers: List the providers this user works with
Provider name:

Other
Comments:

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PROVIDER: You will need to **enter in each provider who is** affiliated with the site. This information is what we will use to link your office staff users to the appropriate providers and patients within your site.

If a provider **does not** round on patients at **an NMHS Hospital** and only refers patients to NMHS, they **will need** to complete an access request to EpicCare Link in order to enter outpatient orders, make referrals and access patient information. If a provider **does** round on patients at NMHS Hospital, he or she will have access to Epic Hyperspace and must attend a training session or test out of the training session. Epic Hyperspace is what providers will use to document and enter orders on their patients at an NMHS Hospital.

CLINICAL STAFF: This user type should be selected for users who are providing clinical care to patients. For this user type, you will need to specify each provider that the user will need to be associated with (optional).

CARE COORDINATOR: This user type should be selected for staff members who will be responsible for a mix of population health management and clinical care tasks. The user will be linked to a provider group for the site. For this user type, you will need to specify each provider that the user will need to be associated with (optional).

POST DISCHARGE CARE CLINICIAN: This user type is very important for nursing home staff/nurses/care managers that work at one of these designated areas because there is special set up required to allow scanning Advance Care Planning documents. Moreover, this user type can determine if a patient being discharged from NMMC is the right fit for their particular facility and continued care post-discharge.

RESEARCH MONITOR: This user type should be selected for users who will need to access information on patients as part of a research study.