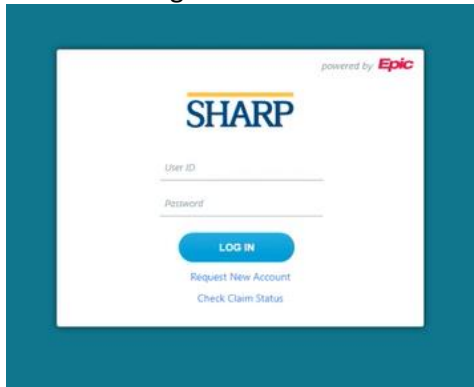
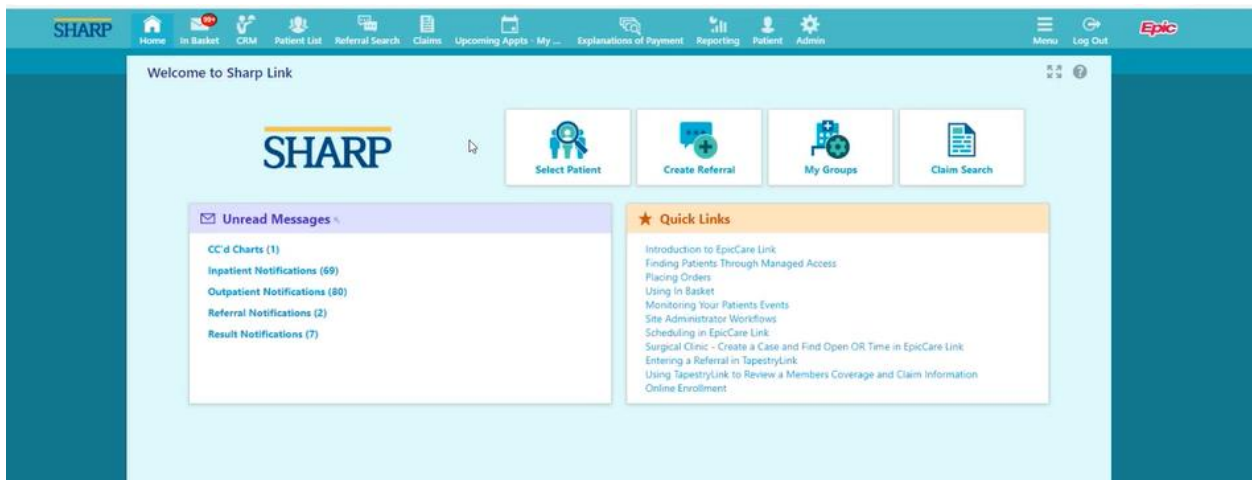


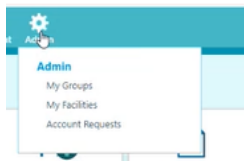
Site Admin Login



Site Admin View



Click on the Admin Tab



View of all different users that the Site Admin Manages:

Name	Login ID	Provider	Email	Enrolled in 2FA	Last Login
Cardiology, Joe, MD	MCPROVIDER	Yes		Yes	2/20/2024 9:54 AM
Cupid, Invasive Cardiologist, MD	(No Access)	Yes		No	
Epiccare Link, Biller/Coder	LINKBILL	No		No	2/7/2024 4:40 PM
Epiccare Link, Detention Center Clinician	LINKJAIL	No		No	10/19/2022 12:01 PM
Epiccare Link, Emt	LINKEMT	No		No	2/20/2024 9:19 AM
Epiccare Link, Front Desk	LINKFD	No		No	2/15/2024 1:20 PM
Epiccare Link, Nurse	LINKRN	No		Yes	2/16/2024 9:16 AM
Epiccare Link, Payer Biller/Coder	CHGLINKBILL	No		Yes	2/19/2024 12:03 PM
Epiccare Link, Physician, MD	LINKMD	Yes		Yes	2/20/2024 8:13 AM
Epiccare Link, Post Discharge Care Clinician	LINKCCSC	No		No	
Epiccare Link, Requester	LINKREQ	No		No	2/1/2024 1:45 PM
Epiccare Link, Site Administrator	LINKSITEADMIN	No		No	2/20/2024 11:04 AM
Epiccare Link, Specimen Collector	LINKSPEC	No		No	3/21/2023 11:13 AM
Epiccare Link, Sports Medicine Clinician	LINKSPORT	No		No	2/16/2024 12:40 PM
Epiccare Link, Student Health Services Clinician	LINKSTUDHEALTH	No		No	5/2/2013 8:40 PM
Healthy Planet Link, Care Coordinator	LINKCC	No		No	10/4/2022 10:37 AM
Inpatient, Attending Physician, MD	(No Access)	Yes		No	
Linkmd	(No Access)	Yes		No	
Linktest, Userone	LINKTESTUO	No	arvin.quiros@sharp.com	No	11/29/2023 6:14 AM
Onbase, Test, MD	TESTLINK2	Yes	test@test.org	No	
Research, Coordinator	RSHRCEXT	No		No	2/15/2024 7:50 AM

Also have access to the various GROUPS that will be managed:

Name	Pr
All Groups	Ye
EHS Link Group	Ye
EHS LINK GROUP SPECIALIZED USERS	Nc
PAYER ACCESS - CHG	Nc
Wisconsin Department of Health	Nc

You can filter on each of the Groups

Name	Login ID	Provider	Email	Enrolled in 2FA	Last Login
Cardiology, Joe, MD	MCPROVIDER	Yes		Yes	2/20/2024 9:54 AM
Cupid, Invasive Cardiologist, MD	(No Access)	Yes		No	
Epiccare Link, Biller/Coder	LINKBILL	No		No	2/7/2024 4:40 PM
Epiccare Link, Front Desk	LINKFD	No		No	2/15/2024 1:20 PM
Epiccare Link, Nurse	LINKRN	No		Yes	2/16/2024 9:16 AM
Epiccare Link, Physician, MD	LINKMD	Yes		Yes	2/20/2024 8:13 AM
Epiccare Link, Site Administrator	LINKSITEADMIN	No		No	2/20/2024 11:04 AM
Epiccare Link, Specimen Collector	LINKSPEC	No		No	3/21/2023 11:13 AM
Inpatient, Attending Physician, (No Access) MD	(No Access)	Yes		No	
Linktest, Userone	LINKTESTUO	No	arvin.quiros@sharp.com	No	11/29/2023 6:14 AM
Onbase, Test, MD	TESTLINK2	Yes	test@test.org	No	
Research, Coordinator External	RSHRCEXT	No		No	2/15/2024 7:50 AM
Ricke, Pam	VENRICPA	No	pam.ricke@sharp.com	No	2/20/2024 6:51 AM
Surgery, Physician, MD	(No Access)	Yes		No	
Tapestry, Inpatient External Provider, MD	(No Access)	Yes		No	
Test, Link, MD	TESTLINKMD	Yes	noreply@badgermd.org	No	6/13/2023 1:09 PM
Worthington, Janet	WORJA1	No	janet.worthington@sharp.com	Yes	2/20/2024 7:43 AM

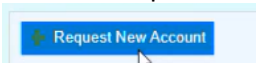
Account Requests

The screenshot shows the SHARP Account Requests interface. At the top, there is a navigation bar with icons for Home, In Basket, CRM, Patient List, Referral Search, Claims, Upcoming Appts, Explanations of Payment, Reporting, Patient, and Admin. Below this is a sub-navigation bar with My Groups, My Facilities, and Account Requests. The main content area features a 'Request New Account' button and a table of existing requests.

Name	Status	Request Date	Email	Phone	Reference #
test_user	Pending	11/27/23	arvin.quiros@sharp.com		54154
Test_Link	Record Generation Completed	10/5/22	noreply@badgermd.org		32536
Onbase_Test	Record Generation Completed	1/17/23	test@test.org		36422
Linktest_Userone	Record Generation Completed	11/28/23	arvin.quiros@sharp.com		54178

Below the table is a detailed view for a 'New Account Request' with Reference #: 54154. It shows 'User/Provider Information' for a Clinical Staff member: test_user, 123 testing, san diego CA 92123. The User ID is (Unspecified) and the E-mail is arvin.quiros@sharp.com. The status is Pending.

Click the Request New Account Button:



Can request New Site or request a New User to existing Site. Select User Type

The screenshot shows the 'New Account Request' form. It has two main sections: 'Request a new site' and 'Add a user to an existing site'. The 'Request a new site' section has a single option: 'Site' (A new site to represent your workplace). The 'Add a user to an existing site' section has several options: 'Site Administrator' (Request access for a site administrator), 'Clinical Support Staff' (Request access for a new clinical support staff member), 'Continued Care and Services Coordinator' (Request access for a new care coordinator), 'Payer' (Request access for a new health plan employee), 'Requester' (Request access for a requester), 'Research Monitor' (Request access for a new research monitor), 'Non-Clinical Support Staff' (Request access for a new non-clinical support staff member), and 'Employer' (Request access for an employer directing employees to Sharp Healthcare for occupational medicine). A 'Cancel' button is located at the bottom right.

Fill out Required Fields denoted in RED ICON

User Information

First name:

Middle name:

Last name:

Work email:

Site Information

User group:

Basic Information

Work phone:

User Address:

Address:

City (or ZIP):

State: ZIP:

Country:

Country:

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

Important! - Select the appropriate user group ties to My Groups

Site Information

User group:

My Groups

EHS Link Group

Name

All Groups

EHS Link Group

EHS LINK GROUP SPECIALIZED USERS

PAYER ACCESS - CHG

Wisconsin Department of Health

We want to tie the specific user group into the request to ensure the right USER has the right ACCESS for the associated SITE and USER GROUP



Blue Icon - Change Password

Change Password for EPICCARE LINK, PHYSICIAN

You cannot enter a blank password.
Last password change: 2/15/23

New Password Verify New Password

Password Change Reason

Password for EPICCARE LINK, SITE ADMINIS...

Accept Cancel



Red Icon - remove user and deactivate them

Deactivate

! You are about to deactivate Test, Link, MD

User ID
LINKTESTMD

Provider ID
13254

User Group
EHS Link Group

What to remove
 User Provider Both

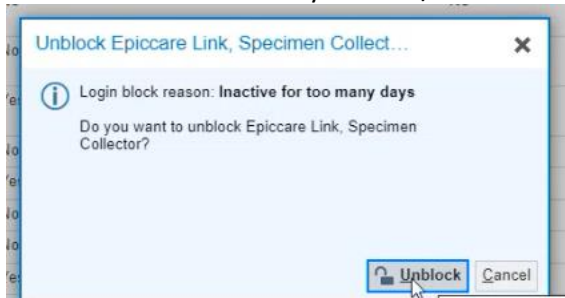
Comment

Deactivate Cancel

- Remove user record- cannot log into Epic
- Remove provider record - cannot place or receive any Referrals
- Remove both - they are removed entirely from the system



Unlock Button - Reset any inactive/blocked user



Epiccare Link, Specimen Collector (User ID: LINKSPEC)

Email

Days Between Email Notifications

Notification Preferences

Receive email notifications for unread messages Receive notifications for group events Receive email notifications when selected for messages in Service Requests

Receive email notifications when not-selected for messages in Service Requests

Question Mark provides a mini tip sheets

Sharp Link Help Topic - Profile 1 - Microsoft Edge

https://epiccarelink-np.et1275.epichosted.com/EpicCareLink_POC/help/help.asp?topic=MyClinic&mode...

Managing Information for Your Clinic

Change a User's Demographic Information

Select a user to edit their demographics information.

Change a User's Password

1. Select the key icon in the row corresponding to the user whose password you want to change.
2. Enter the user's new password in the New password field.
3. Re-enter the user's new password in the Verify New Password field.
4. Enter a reason for changing the user's password.
5. In the Password for <your name> field, enter your password (not the password of the user whose password you are changing).
6. Click Accept.

Deactivate a User's Record

Select the minus icon in the row corresponding to a user to deactivate that user's record and prevent them from logging in.

Unblock a User

A lock icon appears next to any user whose account is blocked, such as if their account has been inactive for too many days. Depending on the settings of the web application, you can click the unlock icon to unblock that user.

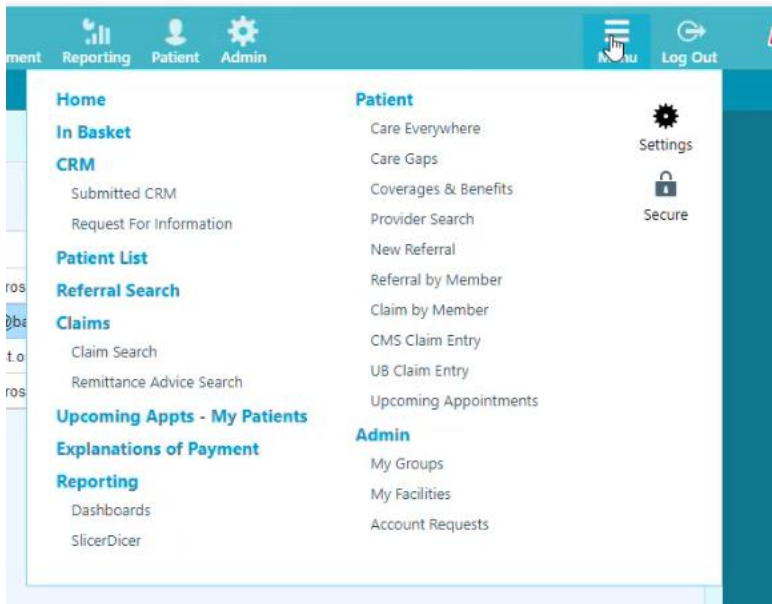
If users have an Active Directory Account - Login at Sharp's EMR at the hospital, their username and password will be the SAME for Sharp Link will not be prompted to reset passwords.
 If users DO NOT have an active directory account - their username will be slnkpatpre (SLNK, first 3 letters of their last name, first 3 letters of their first name)

All the account requests will show here:

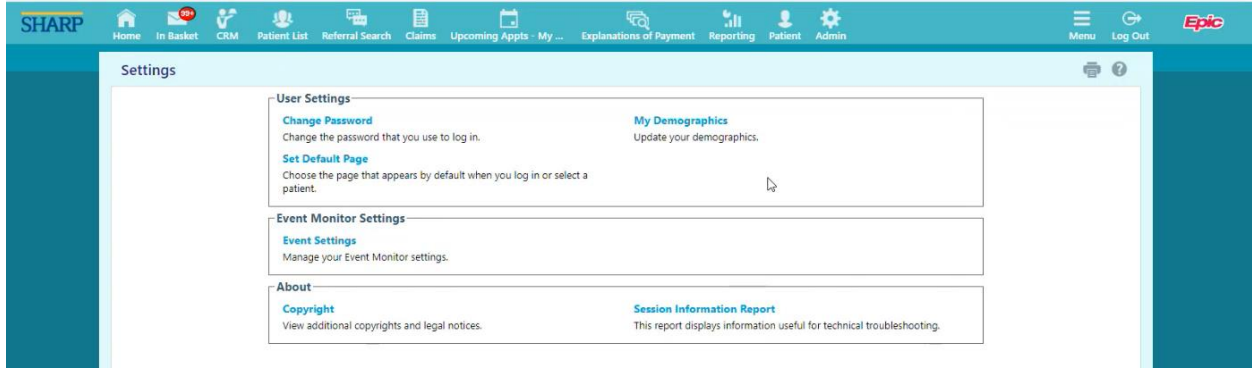
Name	Status	Request Date	Email	Phone	Reference #
test_user	Pending	11/27/23	arvin.quiros@sharp.com		54154
Test_Link	Record Generation Completed	10/5/22	noreply@badgermd.org		32536
Onbase_Test	Record Generation Completed	1/17/23	test@test.org		36422
Linktest_Userone	Record Generation Completed	11/28/23	arvin.quiros@sharp.com		54178

Pending - currently do not have access and the request is pending,
 Record Generation Completed - user has access to EpicCare Link and their account has been created.

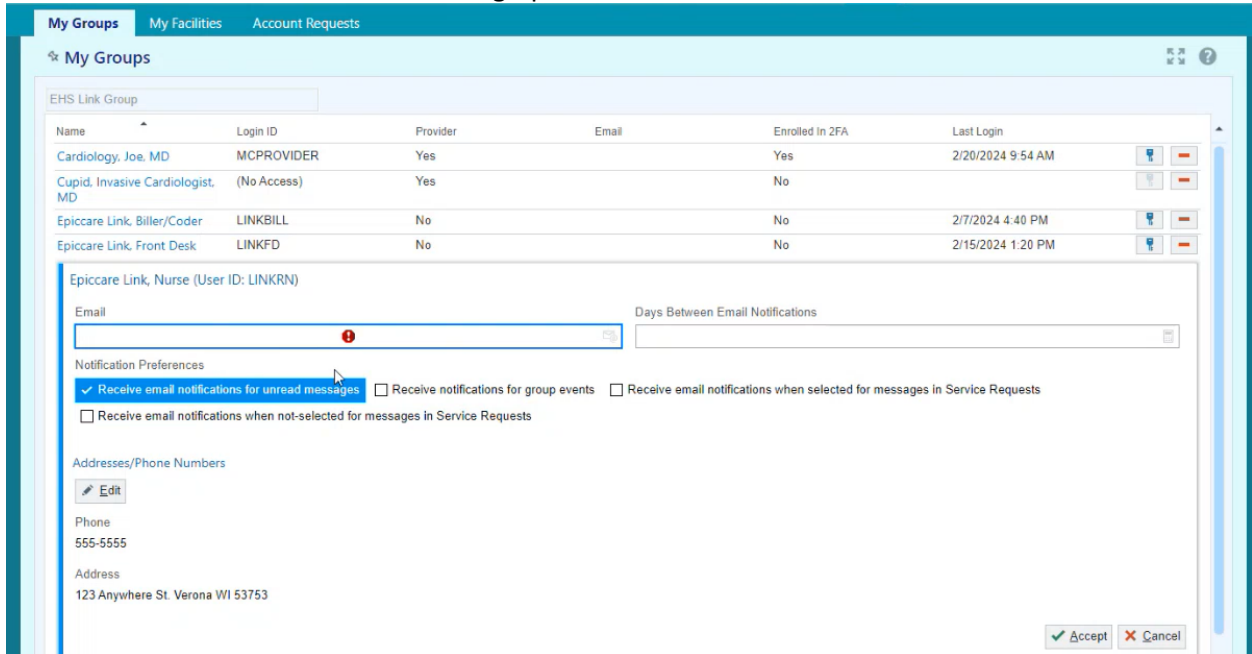
Navigate to Menu > Settings



Update your Settings as a Site Administrator



Can also edit user information and demographics



Edit their Demographic Information:

