



Link New Site Request

In order to gain access to **Link**, Hometown Health's Provider Portal, a Site Administrator will need to follow the steps below. If your site already has an EpicCare Link account and a Site Administrator in place, you do not need to re-register in order to gain the additional healthplan features; they will automatically be available to you effective January 1, 2022.

It's important to note, users requesting the site will be considered the Site Administrator. Once their site is active January 1, 2022 and thereafter, they will be able to grant access to other users within their office.

Try It Out

1. The Site Owner or the Site Administrator will go to the EpicCare Link https://ecl.renown.org and select "Request New Account".

powered by Epic
EpicCare Link
<u> </u>
Password
LOG IN
Forgot password?
Request New Account
Check Claim Status

2. In the "New Account Request" section, click on "Request access" for a new clinical services account or non-clinical services account.



ew Account Request 🕴 Clinical Services				
		1. Site Information 2. Users 3. Venfic	ation	
	Site Informatio	n		
	😝 Site name:			
	😝 Site type:	Ambulatory Surgical Center	~	
	Phone:	Assisted Living Facility Birthing Center		
	Address	Community Mental Health Center Comprehensive Inpatient Rehabilitation Facility		
	Address:	Comprehensive Outpatient Rehabilitation Facility		
		Emergency Room - Hospital		
	O City	Home Health Hospice		
	C Cut	Independent Clinic Indian Health Service Free-standing Facility		
	e State:	Indian Health Service Provider-based Facility Inpatient Hospital		
	County:	Inpatient Psychiatric Facility		
	Country:	Non-residential Opioid Treatment Facility		
	Link Vendor	Non-residential Substance Abuse Treatment Facility Nursing Facility		
	G List all Vend	Payer - Health Insurance Company Access Physician Office	Comment	
		Prison/Correctional Facility Psychiatric Facility - Partial Hospitalization		
	List	Psychiatric Residential Treatment Center	Comment	
	Other	Rural Health Clinic		
	Please provide a l	P Telehealth		
	🔔 Comments:	Urgent Care Facility Veterans Services	×	
			Ī	
			~	
		1		

- Choose from the list to select Site Type.
- List all Vendor and Vendor Tax ID information. Option to Add multiple.
- List Direct address if one exsists.

B List all Vendors and Vendor Tax ID:		Comment
	Add	
List Direct Address if known		Comment
Hher		

4. For non clinical services, fill in the required information indicated by the red exclamation point.

Exte	
New Account Request Non-Clinical Services	0
	1. Site Information 2. Users 3. Venification
Site Informatio	
🚯 Site name:	
Site type:	
😝 Phone:	Billing Services County Services
Address	Employer Leased Network
🚱 Address	Payer - Health Insurance Company Access Research Revenue Instantion Revenue Instantion Revenue Instantion
G City:	Timo Tariy Pominisolado
State:	▼ 20°:
County	V
Country:	
New Corporatio	Question
e List	associated Corporation for new Employers
	Add
Other	
Please provide a l	usiness justification for this access.
4. Comments:	^
	Y
	A Next X Control Downert

- Choose from the list to select Site Type.
- Add New Corporation information.



5. Next, from the New Account Request section, you'll need to click the link "Request a New Site Admin".

Epile -		
New Account Request 🕨 Site 🕨 Users 🕨	Add User	ē
Please choose one of the following options to add	a user to your site	
	Request New Site Admin	
Site Admin		
	-> Continu	ue X Cancel

6. Fill in the required information indicated by the red exclamation point.

a. You MUST check the box "Make this user a site administrator" or you will receive an error.

	User Information			
	Name (Last,First):			
	Basic Information			
	Date of birth:	e ssn	ь [1
	😝 Work e-mail:			
	Other			
	Comments:			
	Site Administrator			
	A site administrator is the person responsible for m	aintainino a site's records. These r	esponsibilities include	erifying that
	user accounts are current, deactivating the account	s of users who are no longer active	at the site, and submi	tting
			r,	
	requests to activate new user accounts. Every site n	iust have at least one administrate		
_	requests to activate new user accounts. Every site n	ust have at least one administrate		
	requests to activate new user accounts. Every site m	ust have at least one administrate		

7. Make sure the information is correct and click "Verification" to continue.

New Account Request Site User					
New Account Request + Site + Users					1
		1. Site Inform	dien 2. Users 1. Verbiation		
sers					
🕈 Add 💉 Edit 💻 Delena					
Name	User Type	NPI.	E-mail	Site Administrator	
Duri TpicCain	Site Admin		test@test.org	Yes	
				- Sta Informatio	an an attraction and a Country Descent

8. From the "Verification" screen, agree to the terms and conditions, check the box for I'm not a robot, and fill in the requested by information.

lew Account Request + Site + Users	Verification					
			1. Situ Informatio	n 2. Users 3. Verificatio		
	V	erification	18		-	
	,	Terms and Conditions:	Use EpicCareLink to access	clinical information (i	e., lab results, transcriptions)	
			EpicCareLink is sponsored t Center. Throughout the doc: providers.	oy Renown Health, Ba ument EpicCareLink S	arton Health and Carson Valley Medical Sponsors denotes the above mentioned v	
		t senate to any	S I agree to the Terms and Ci	onditions above.	,	
		Verification:	I'm not a robot	немитски		
		Requested by:				

• When you click "I'm not a robot", select the images requested from the Captcha screen and verify.



9. Site Admins will get a confirmation with a Reference number when request is complete.

Epilo				
New Account Request Confirmation	on			ē
Reference #: 19525324				
Thank you for requesting an EpicCare Link account	nt. The user will receive their EpicCare Link login	credentials within 7-10 business days, which will include in	structions on how to access a brief eLearning Lesson thro	igh Online Learning Academy (OLA).
The OLA must be completed before their EpicCan	e Link credentials will work.			
Please contact the Help Desk at 775-982-4042 wi	th any further questions.			
Thank you,				
EpicCare Link Team				
				✓ OK

For questions regarding registration, please reach out to the Help Desk 775-982-4042.