

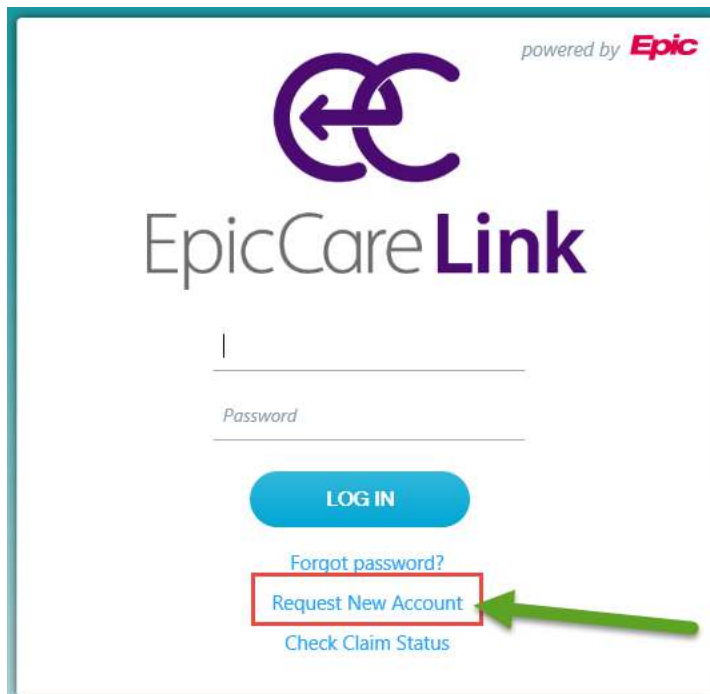
Link New Site Request

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.

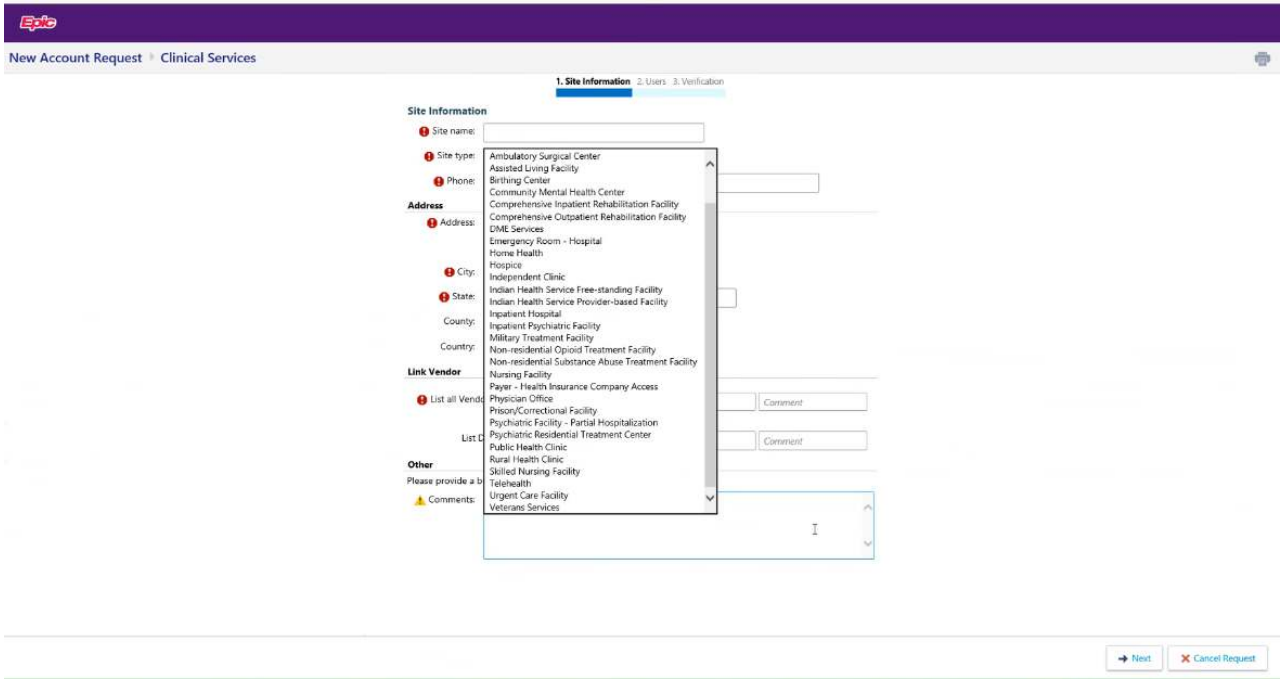
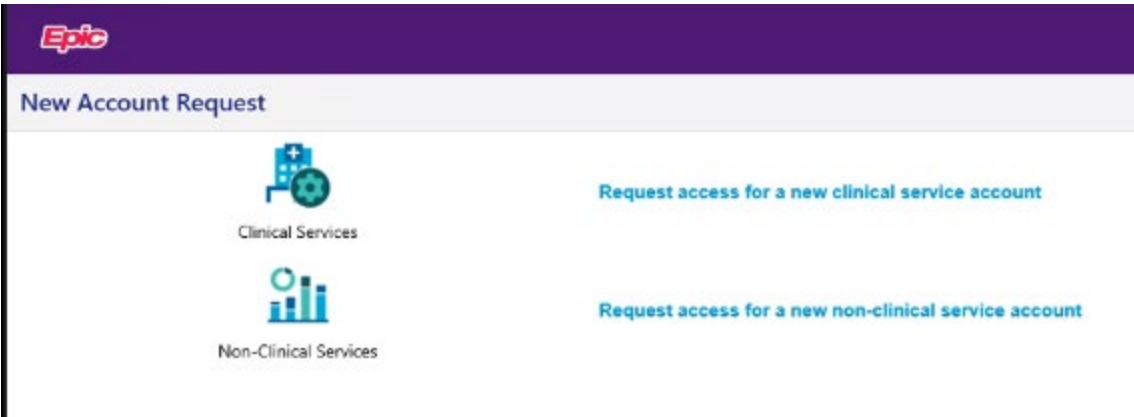
It's important to note, users requesting the site will be considered the Site Administrator. Once their site is active January 1, 2022 and thereafter, they will be able to grant access to other users within their office.

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**".



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



- 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 exists.



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

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

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

- Fill in the required information indicated by the red exclamation point.
 - You MUST check the box "Make this user a site administrator" or you will receive an error.

New Account Request > Site > Users > Add User > Site Admin

User Information
 Name (Last,First):

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

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 These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts.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

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

New Account Request > Site > Users

1. Site Information 2. Users 3. Verification

Users
 Add Edit Delete

Name	User Type	NPI	E-mail	Site Administrator
Users, EpicCare	Site Admin		test@test.org	Yes

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.

New Account Request > Site > Users > Verification

1. Site Information 2. Users 3. Verification

Verification

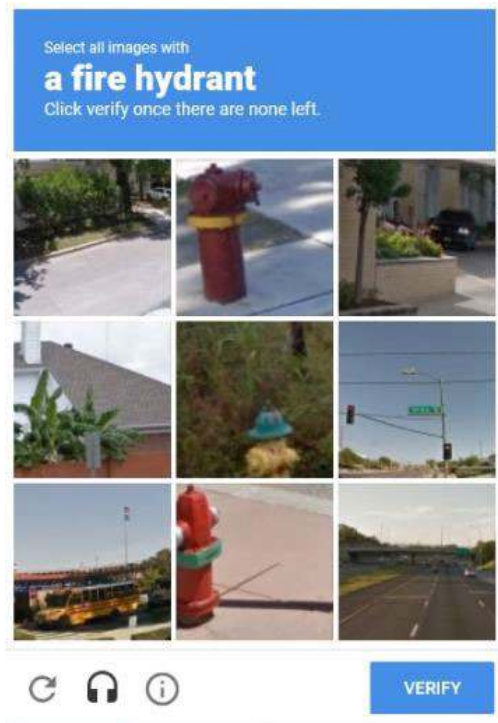
Terms and Conditions: Use EpicCareLink to access clinical information (i.e., lab results, transcriptions)
 EpicCareLink is sponsored by Renown Health, Barton Health and Carson Valley Medical Center. Throughout the document EpicCareLink Sponsors denotes the above mentioned providers.

I agree to the Terms and Conditions above.

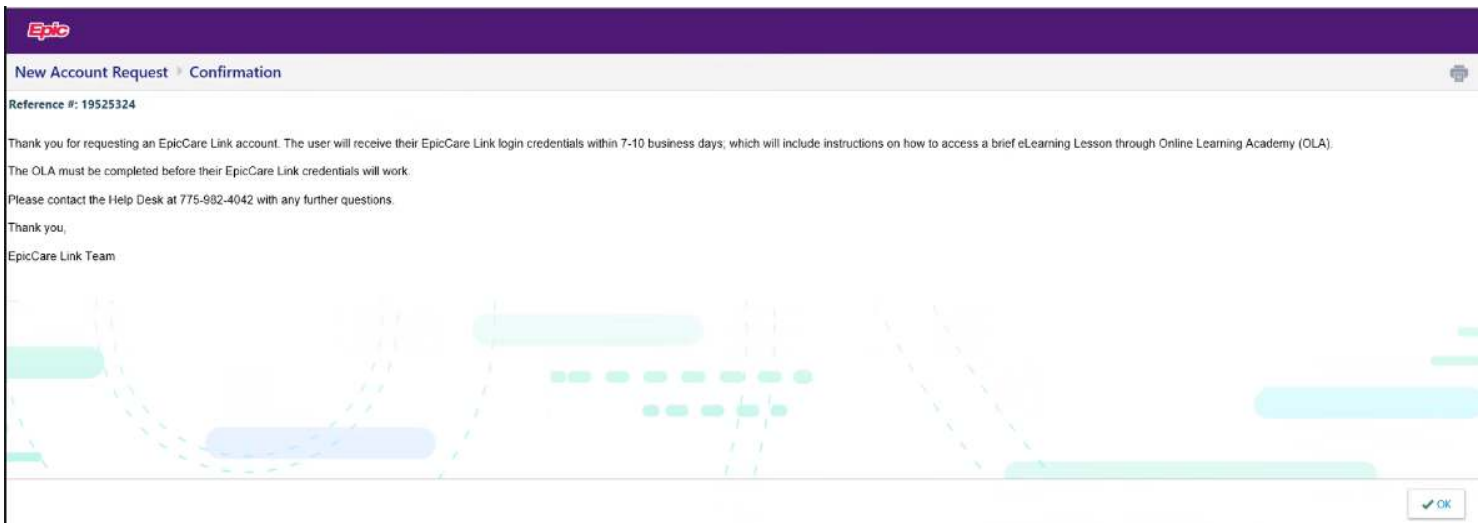
Verification:
 I'm not a robot

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.



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