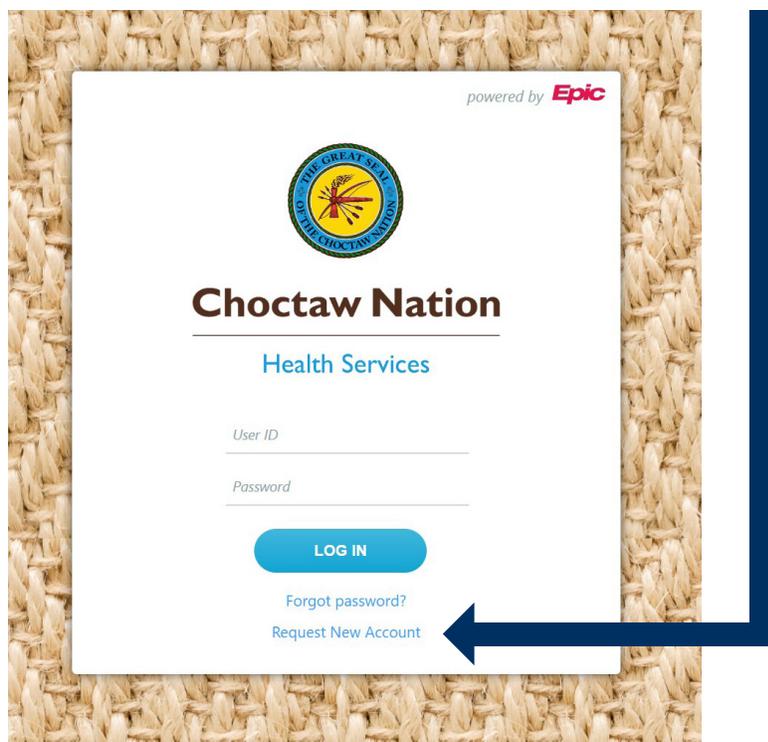


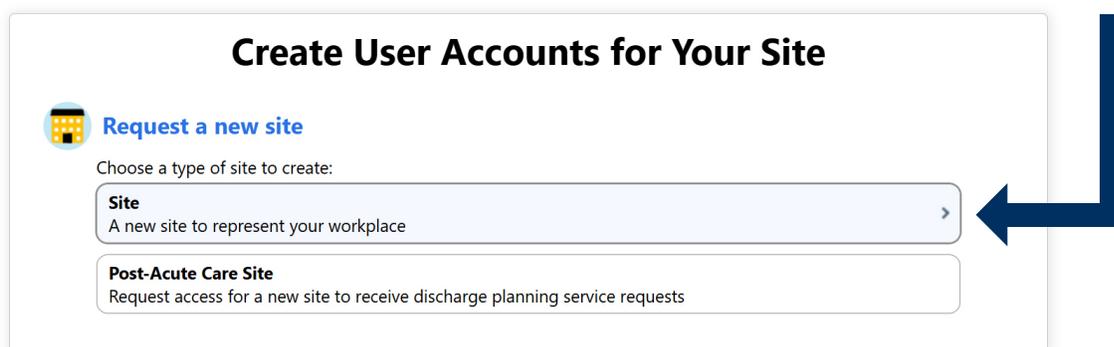


STEPS TO SET UP YOUR SITE ON EPICCARE LINK

1. Select New Account Request.



2. Select the Site you are requesting for.





STEPS TO SET UP YOUR SITE ON EPICCARE LINK

3. Fill out your Site's 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:

4. Select the User type you are requesting for.

 **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

Continued Care and Services Coordinator
Request access for a new continued care and services coordinator

Biller
Request access for a new biller

Requester
Request access for a requester

Care Coordinator
Request access for a new care coordinator

Tribal Resource Coordinator
Request access for a new continued care and services coordinator



STEPS TO SET UP YOUR SITE ON EPICCARE LINK

5. Fill out the information for your user.

User Information

First name:

Middle name:

Last name:

Work email:

Basic Information

Work phone:

User Address: [Copy site address](#)

Address:

City:

State: ZIP:

Country:

Country:

Case Entry

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

Other

Comments:

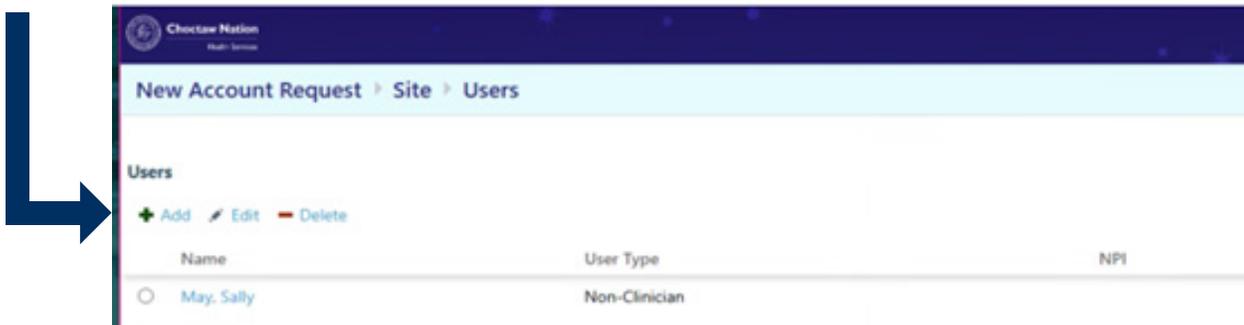
Site Administrator

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 These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts.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

6. Hit the “Add” button to add other users at your site who will need access to EpicCare Link.

Once you have added all your users, hit the “Verification” button to move on to the next screen.



NOTE – Each site request must have one user listed as a Site Administrator. If you are requesting access for the users at your site, you are likely the Site Administrator.



STEPS TO SET UP YOUR SITE ON EPICCARE LINK

7. Verify that you agree to the terms and conditions. Then hit submit request in the bottom right corner.

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

Verification

Terms and Conditions: Choctaw Nation Health Services Authority (CNHSA) is committed to protecting the privacy and security of its patients' medical records and other health information. CNHSA grants limited permission to physicians and authorized physician representatives to access and use CNHSA Link, an access portal to our electronic medical records. Physicians and other health care providers granted permission to access and use CNHSA Link agree

I agree to the Terms and Conditions above.

Verification: I'm not a robot 

Requested by:

Primary contact: May, Sally

The primary contact will be used for communication about this request. A verification email will be sent to this address when your request is submitted.

8. Please note your reference number.



Choctaw Nation Health Services Authority 

New Account Request > Confirmation

Verify Your Email Address
Click the link sent to [redacted] with the subject **Verify Email Address**.

Having trouble?

- If you cannot find the email, try checking your spam folder or incoming email filters.
- Contact the help desk by calling 580-642-4357 or by emailing helpdesk@choctawnation.com.

Reference #: 35102

Thank You for Submitting Your Account Request

Please print this page as your account request confirmation. Our administrators will review your information and may contact you if we have additional questions. If you haven't heard from us after a week, contact us and have your Reference # ready.

What To Do Next?

- You will receive your access information from your site administrator.
- Once you receive your username and password, go to <https://epiccarelink.cnhsa.com>
- Log in with the username and password you've been provided. You will be prompted to change your password the first time you log in.

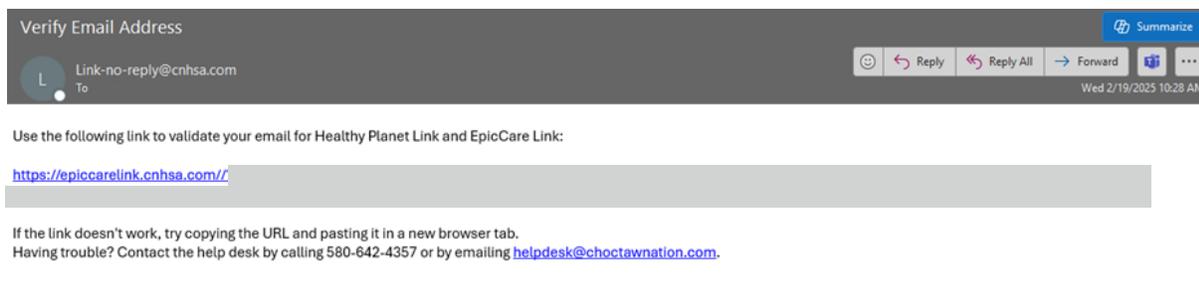
Additional Information
If you have questions, you can email helpdesk@cnhsa.com or call 1-580-642-4357 or talk to our EpicCare Link staff.

Healthy Planet® Link and EpicCare® Link licensed from Epic Systems Corporation. © 1979-2024 Epic Systems Corporation.

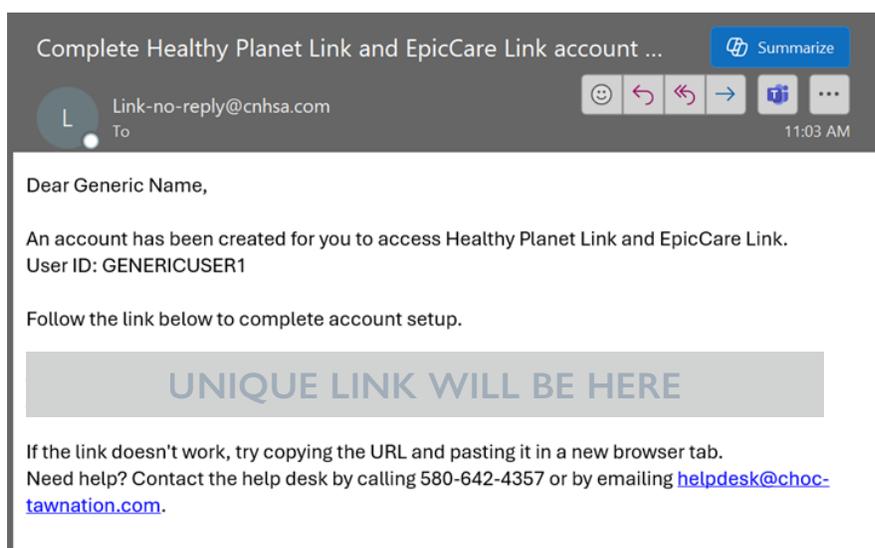


STEPS TO SET UP YOUR SITE ON EPICCARE LINK

9. Verify your email address by clicking the link.



10. Once your email is verified, and the practice and all the users are generated the Site Administrator will receive the following notification to complete setting up their account.





STEPS TO SET UP YOUR SITE ON EPICCARE LINK

11. Now it is time for the site administrator to complete site setup and set temporary passwords for the users at your site.

Please have your reference number ready. Site Admin will be prompted to enter your User ID and Reference Number. After entering your User ID and Reference number you will be prompted to create your Password. Min 12 Character PW.

Choctaw Nation Health Services

Epic

Healthy Planet Link and EpicCare Link - Finish Account Setup

Password

Please select and verify a new password. Passwords must be at least two characters long.

❗ Password:

❗ Re-enter password:

12. Next you will be asked to create Security Questions and Set up Two Factor Authentication.

Once you set up Two Factor Authentication you will receive a Reset Code.

SAVE THIS CODE. This will be used to identify you, should you lose access to your email or other Two Factor authentication.

Record This Reset Code

Your account is now set up with extra security. If you lose access to your chosen authentication method, you need to enter the following reset code or contact your system administrator to perform this setup again.

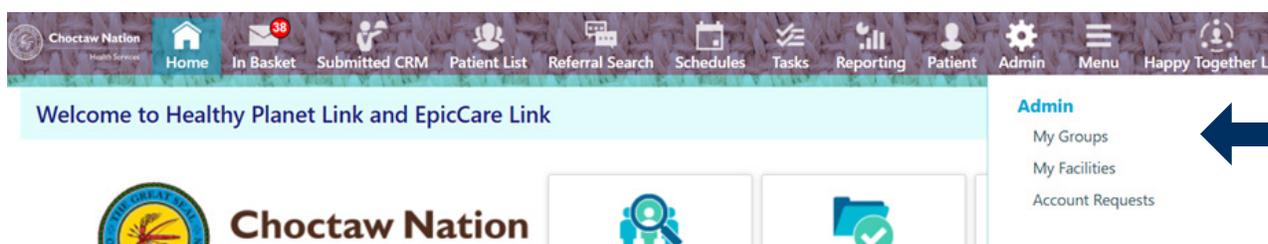
Write down this reset code and keep it safe and private. Use this reset code only if you need to change how you receive passcodes.

Your Reset Code
X2WMZP6N

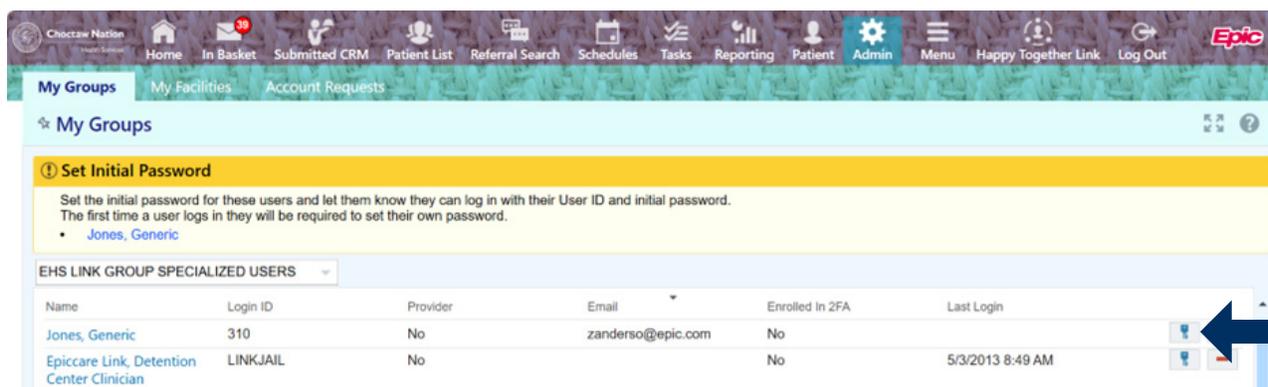


STEPS TO SET UP YOUR SITE ON EPICCARE LINK

13. Once the Site Administrator has completed setting up their own account, they will be able to create temporary passwords for users at their site.



14. To set up each user select the key.



NOTE – Site Administrator must have their own PW ready.

SUGGESTION: For larger sites with many users - When setting up all your user's temporary password, use a password that can be easily remembered. This password is one time use only. The users will need to change their password when they log in the first time.



STEPS TO SET UP YOUR SITE ON EPICCARE LINK

15. Site users will receive the following e-mail.

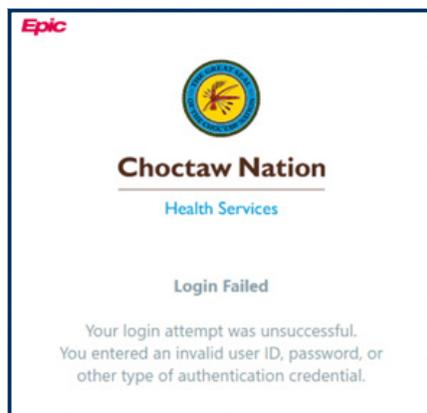


Dear Generic Jones,

An account has been created for you to access [Healthy Planet Link and EpicCare Link](#).
Contact your site administrator to complete your login setup.
User ID: 310

Need help? Contact the help desk by calling 580-642-4357 or by emailing helpdesk@choctawnation.com.

Prior to April 5th, the users will see this when they try to log in:



After April 5th, users will be able to complete their set up when CNHSA launches EPIC on April 5th.

Select the link in the email to start completing the access.