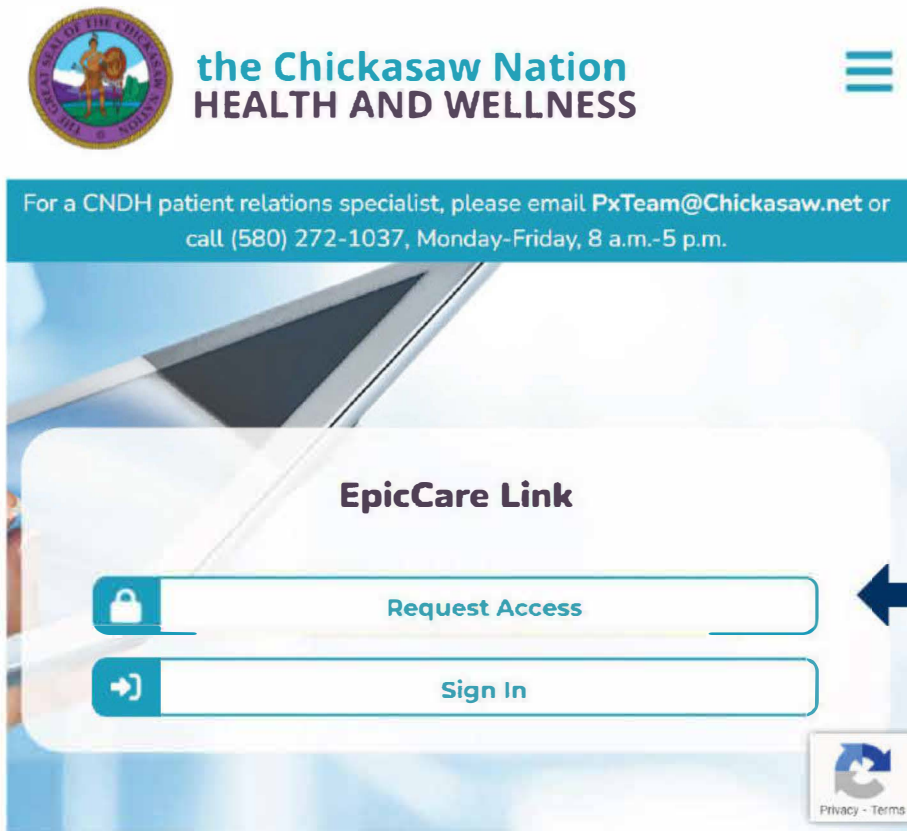


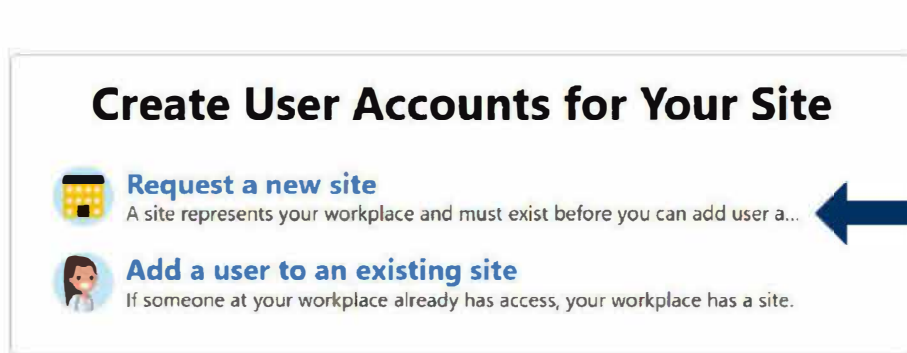
STEPS TO SET UP YOUR SITE ON EPICCARE LINK

1. Select "Request Access"



The screenshot shows the top of the website with the Chickasaw Nation logo and the text "the Chickasaw Nation HEALTH AND WELLNESS". A teal banner contains contact information: "For a CNDH patient relations specialist, please email PxTeam@Chickasaw.net or call (580) 272-1037, Monday-Friday, 8 a.m.-5 p.m." Below this is the "EpicCare Link" section with two buttons: "Request Access" (with a lock icon) and "Sign In" (with a right arrow icon). A blue arrow points to the "Request Access" button. A "Privacy - Terms" link is visible in the bottom right corner.

2. Select "Request a new site"



The screenshot shows a section titled "Create User Accounts for Your Site". It contains two options:

- Request a new site** (with a building icon): A site represents your workplace and must exist before you can add user a...
- Add a user to an existing site** (with a person icon): If someone at your workplace already has access, your workplace has a site.

A blue arrow points to the "Request a new site" option.

3. Complete your site's information.

New Account Request ▶ Site

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.



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
- School Nurse**
Request access for a new school nurse
- Sports Medicine Clinician**
Request access for a new sports medicine clinician



5. Complete the user information.

User Information

First name:

Middle name:

Last name:

Work email:

Basic Information

Work phone:

User Address:

Address:

City:

State: ZIP:

County:

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 users, click the "Verification" button to move to the next screen.



New Account Request | Site | Users

1. Site Information 2. Users 3. Verification

Users

+ Add ✎ Edit - Delete

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.

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

New Account Request Site Users Verification

1. Site Information 2. Users 3. Verification

Verification

Terms and Conditions: EpicCare Link Terms and Conditions
The Department of Health of the Chickasaw Nation, a federally recognized and sovereign Indian nation (hereinafter "CNDH") is pleased to offer a portal (EpicCare Link) which provides licensed healthcare providers and their sponsored office staff who are granted access by CNDH limited view-only access to certain clinical data from CNDH.

I agree to the Terms and Conditions above.

Verification: I'm not a robot

Requested by: [Text Field]

Primary contact: Test01, Ethan - ethan.tran@chickasaw.net

Note: 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.

Previous Submit Request Cancel Request

8. Please note your reference number.

New Account Request Confirmation

Verify Your Email Address

Click the link sent to ethan.tran@chickasaw.net 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 580-276-1806 or by emailing EpicCareLinkHelp@chickasaw.net.

Reference #: 33453

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?

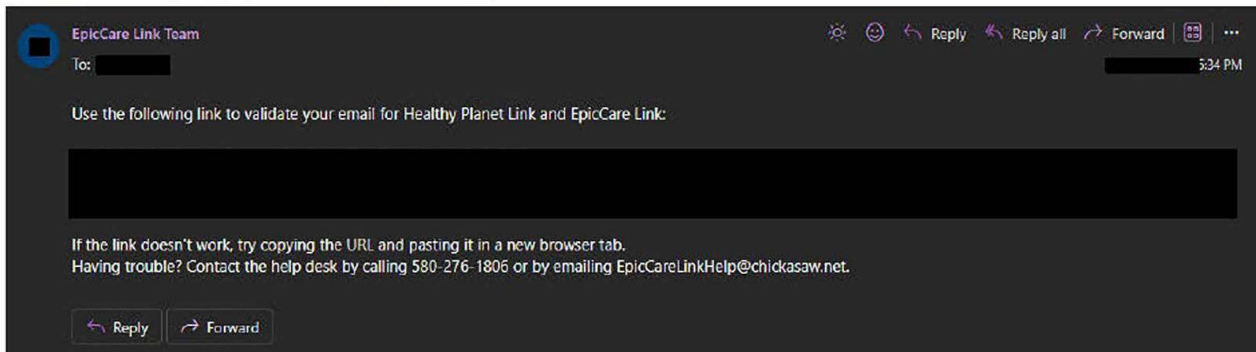
- You will receive your access information by mail or from your site administrator.
- Once you receive your username and password, go [here](#).
- Log in with the username and password you've been provided. You will be prompted to change your password the first time you log in.

Additional Information

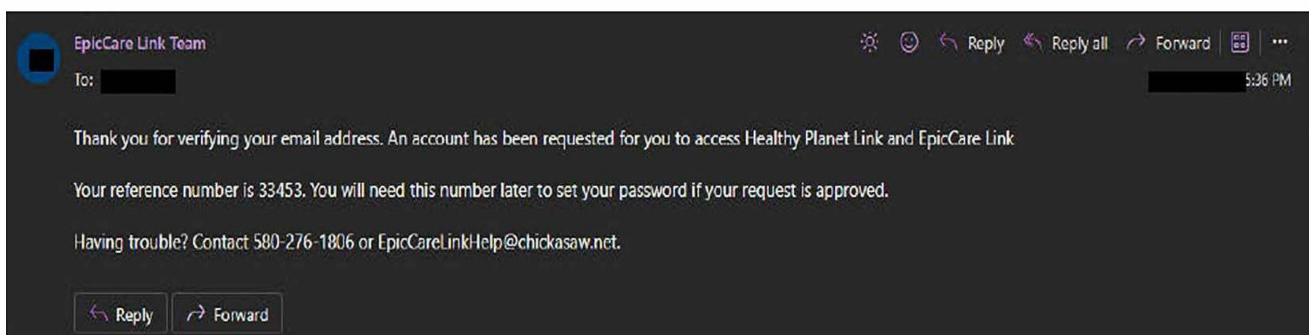
If you have questions, you can email EpicCareLinkHelp@chickasaw.net to talk to our EpicCare Link staff.

OK

9. Verify your email address by clicking the link.

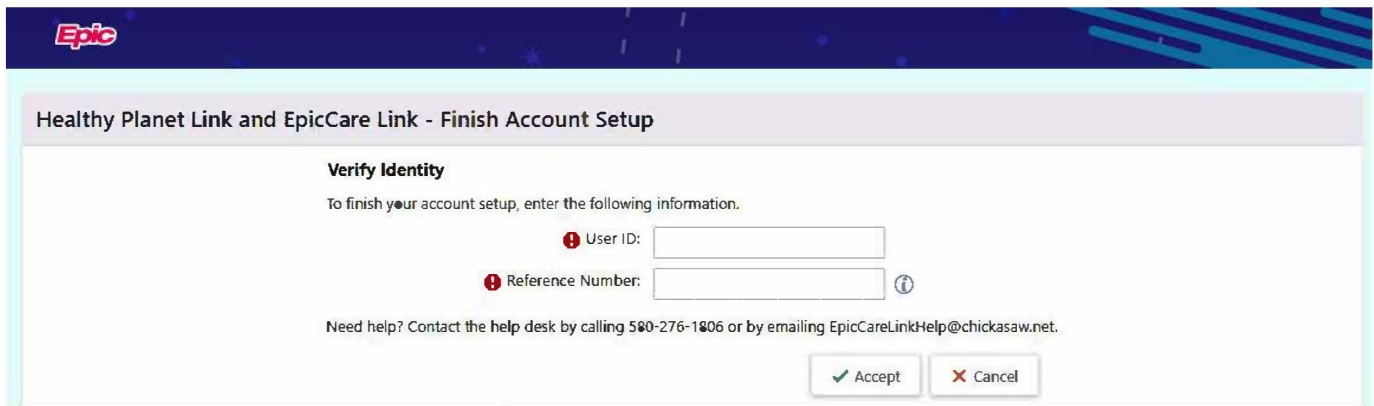


10. Once the email is verified, and the practice and all users are generated, the site administrator will receive the following notification.



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

Please have your reference number ready. The site administrator will be prompted to enter your User ID and reference number. You will be prompted to create your password.

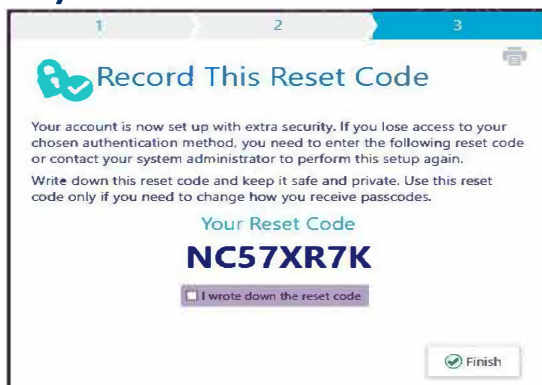


The screenshot shows the Epic logo at the top left. Below it is a header bar with the text "Healthy Planet Link and EpicCare Link - Finish Account Setup". The main content area is titled "Verify Identity" and contains the following text: "To finish your account setup, enter the following information." Below this are two input fields: "User ID:" and "Reference Number:". Both fields have a red exclamation mark icon to their left. To the right of the "Reference Number:" field is a help icon (a lowercase 'i' in a circle). At the bottom of the form area, there is a line of text: "Need help? Contact the help desk by calling 580-276-1806 or by emailing EpicCareLinkHelp@chickasaw.net." At the very bottom of the form are two buttons: "Accept" (with a green checkmark icon) and "Cancel" (with a red 'X' icon).

12. Create security questions and set up two-factor authentication.

Once you set up two-factor authentication, you will receive a reset code.

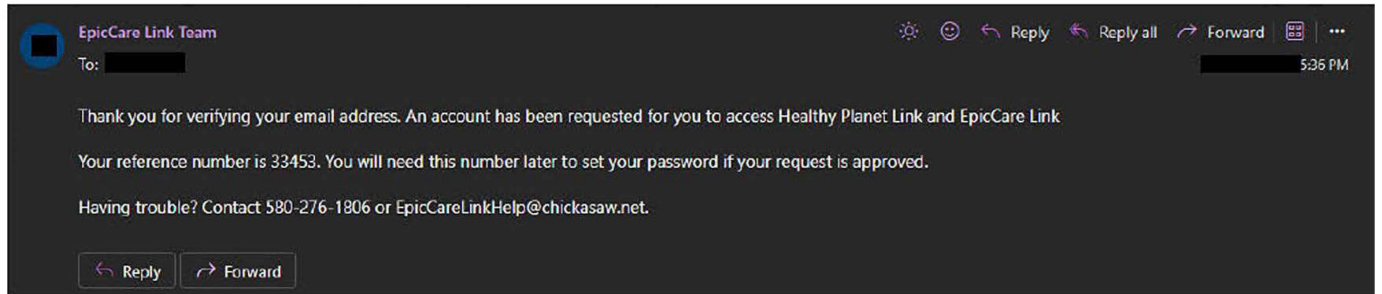
SAVE THIS CODE. This will be used to identify you, should you lose access to your email or other two-factor authentication.



The screenshot shows a three-step progress indicator at the top (1, 2, 3) with step 3 highlighted. The main heading is "Record This Reset Code" with a green checkmark icon to the left. Below the heading is a paragraph of text: "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." Below this is another paragraph: "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." The reset code is displayed in large, bold, blue letters: "Your Reset Code NC57XR7K". Below the code is a checkbox with the text "I wrote down the reset code". At the bottom right of the screen is a "Finish" button with a green checkmark icon.

13. Once the site administrator has completed setting up their account, they can create temporary passwords for users at their site.

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



Users can log in beginning Nov. 1.