

The background is a dark blue space scene. In the upper left, a satellite with a long antenna and a solar panel is shown. In the lower right, another satellite with two solar panels and a central body is depicted. A large, stylized moon with a white and light blue face is in the upper right. Concentric circles and curved lines suggest orbital paths or signal waves. The overall style is clean and modern with a color palette of blues, greens, and whites.

**RUH**

**CareLink Community User  
Quick Start Guide**

# CareLink Community User Quick Start Guide

<b>Getting Started</b> .....	<b>3</b>
Help and contact information.....	3
Training Assistance .....	3
Browser, system, and connection requirements.....	3
How do I log in? .....	4
How do I reset my password?.....	4
Sign Up for Two-Factor Authentication .....	5
Navigating in CareLink .....	5
How do I log out?.....	6
<b>Accessing the Patient Chart</b> .....	<b>7</b>
Select your patient's chart from a list of current patients .....	7
Search for a patient's record based on name or MRN .....	8
What if I can't find a patient? .....	10
Creating a New Patient .....	11
What if after I have followed all steps above, I still can't find a patient?.....	13
Review the patient's chart before a visit .....	13
Find information quickly in the patient's chart .....	14
View a patient's allergies .....	15
View a list of the patient's current medical problems.....	15
View a patient's current medications .....	15
View a patient's history .....	16
View a patient's demographics.....	16
Use filters to narrow the list of information you see .....	17
View a patient's billing information.....	18
<b>Uploading Files to the Patient Chart</b> .....	<b>19</b>
Upload a file .....	19
<b>Placing Orders</b> .....	<b>20</b>
Place a new order .....	20
Associating Diagnoses.....	22
.....	22
Cancel or Edit an order .....	22
<b>Monitoring Your Patients</b> .....	<b>24</b>
Target your event notifications .....	24
View a patient's recent events .....	26
.....	26

Open a patient's chart from an event message.....	26
<b>In Basket: Viewing Messages .....</b>	<b>27</b>
View a message.....	28
Search for a message .....	28
Print multiple messages at once.....	28
<b>In Basket: Sending Messages .....</b>	<b>29</b>
Send an In Basket message .....	29
Reply to or forward a message .....	29
View messages you've sent .....	29
<b>Managing Your Clinic .....</b>	<b>31</b>
Verify User Records.....	31
Deactivate a User .....	31
Request a new user in CareLink.....	32
<b>Using Program Utilities .....</b>	<b>34</b>
Change your password.....	34
Change your default page.....	36
<b>CareLink Glossary .....</b>	<b>37</b>

# Getting Started

CareLink is a tool that provides real-time web access to patient information so you can access patients' clinical data and communicate with **Loma Linda University Health** and **Connect Partners** to provide quality patient care. You can also use CareLink to quickly refer patients to our organization.

CareLink is a collection of different web pages, or activities, that correspond to different tasks. The *activity* that you use depends on what you want to accomplish.

This guide takes you on an introductory tour of CareLink. The first pages include information to help you get started, such as browser requirements and how to log in. The rest of the guide contains explanations of how to use CareLink. Terms that appear in *italics* throughout the guide are further defined in the glossary at the end of the guide.

## Help and contact information

For help using an activity, click  on the webpage.

- If you forget your password or need it reset, please call **(909) 558-4840**
- For all other issues or training needs, Site Admins are highly advised to contact Community Partner Support: **(909) 558-4840**.

## Training Assistance

For Training concerns or questions please contact :

**Joyceanne Belen, RN III, BSN**

**EPIC Credentialed Trainer** - Riverside University Health Systems – Medical Center

(951) 486-4000 ext **18507**

[J.belen@ruhealth.org](mailto:J.belen@ruhealth.org)

## Browser, system, and connection requirements

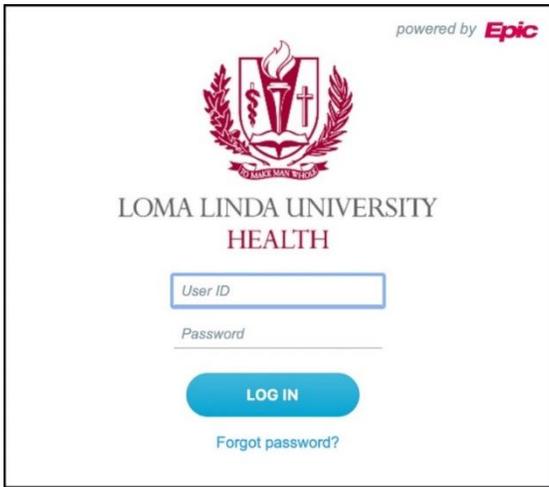
You must use one of the following Internet browsers to access CareLink:

- Google Chrome 50 and any later versions
- Microsoft Edge version 79 or later
- Microsoft Internet Explorer 11

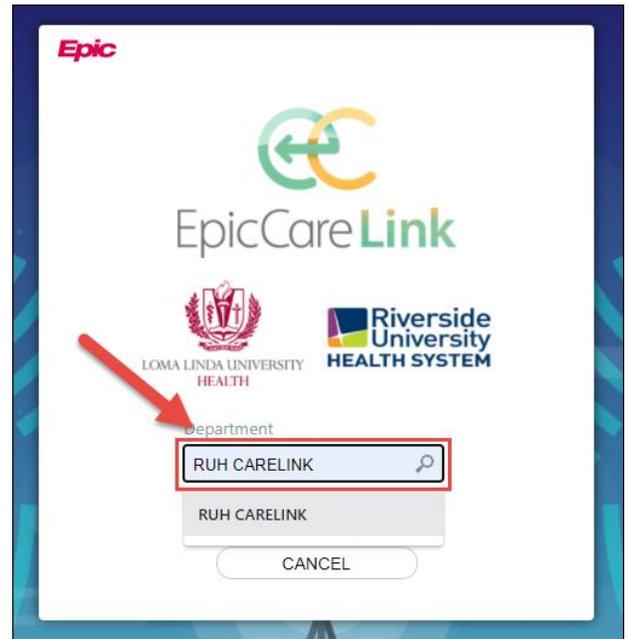
CareLink requires a minimum screen resolution of 1024x768 pixels. We recommend that you use a high-speed Internet connection to achieve the best system speed and performance.

# How do I log in?

1. Open your web browser and access the following URL:  
[https://llucarelink.org/EpicCareLink/common/epic\\_login.asp](https://llucarelink.org/EpicCareLink/common/epic_login.asp)
2. Enter the user ID and password that you received for CareLink.



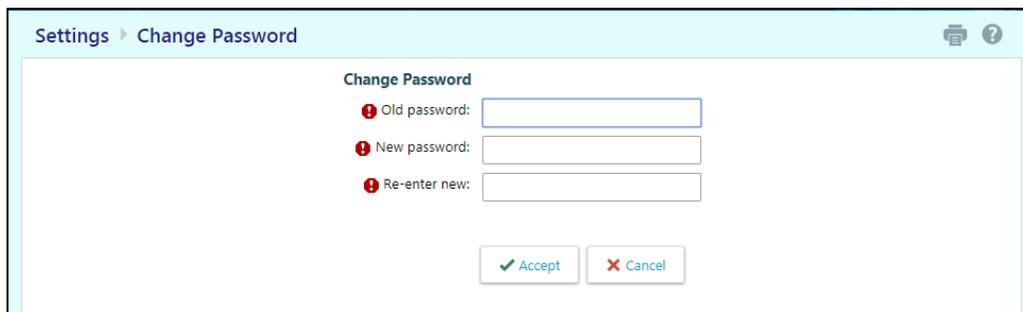
3. Enter the department – **RUH CARELINK**.



4. If a Terms and Conditions page appears, read the agreement and select **Accept** to acknowledge your agreement with the terms.
  - **Note about password reset prompts:** Users will be prompted to reset password when logging in for the first time, or anytime that the user’s password has been reset.

# How do I reset my password?

Users will be prompted to reset their password when logging in for the first time. If an end user needs to reset their password, they may select the  **Menu** option. Locate the  **Settings** option from the drop-down menu and select **Change Password**.



If a user needs his/her password **reset** or they have forgotten their password, the user must contact the Community Partner Support line at: (909) 558-4840 where our dedicated analyst will be able to further assist them.

# Sign Up for Two-Factor Authentication

For greater security, users are prompted to secure each session with an authentication code. Users are prompted to select the best way for the authentication code to be sent. Once set up is complete, users are shown a backup reset code. Should any users need to reset where the auth code is sent, please contact the Community Partner Support: **(909) 558-4840**.

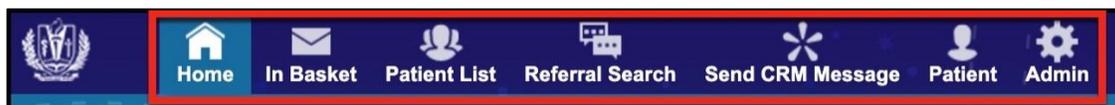
The image displays three sequential screenshots of the Two-Factor Authentication (2FA) setup process:

- Extra Security Required:** This screen explains the purpose of 2FA and prompts the user to "Choose Your Authentication Method". Two options are shown: "Mobile App" (represented by a smartphone icon) and "Text Message" (represented by a speech bubble icon).
- Enter Your Passcode:** This screen prompts the user to "Use the code sent to your email address no...@epic.com.". It features a large text input field, a "Remember me" checkbox, and a blue "LOG IN" button. A "Cancel" link is also visible.
- Record This Reset Code:** This screen shows a three-step progress indicator (1, 2, 3) with step 3 highlighted. It displays the user's "Your Reset Code" as **5L8TCZQG**. Below the code is a checkbox labeled "I wrote down the reset code" and a "Finish" button.

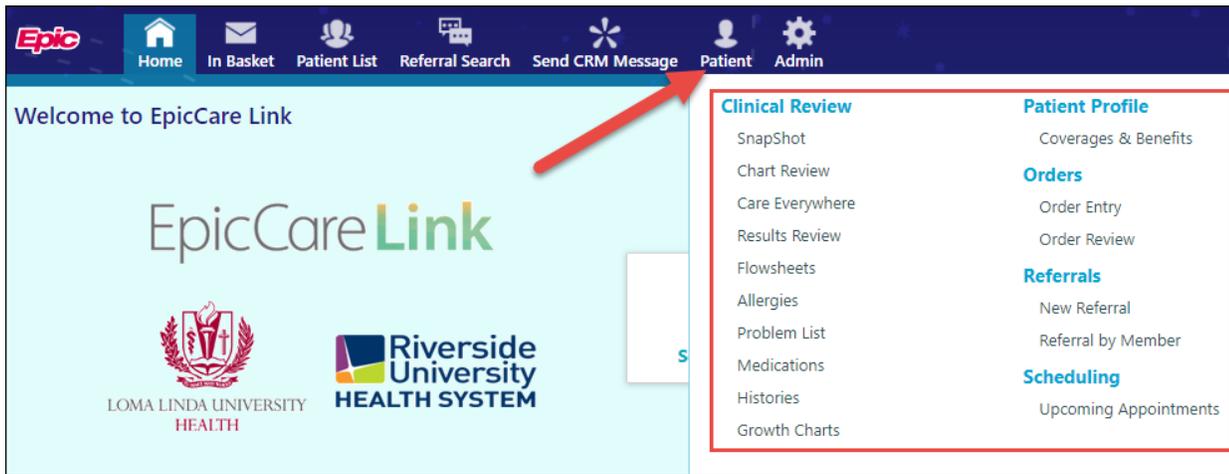
# Navigating in CareLink

When you log in to CareLink, several set of navigation tools appear at the top of the page.

- A) **Navigation Tabs:** Use these tabs to open different activities in CareLink. Each tab contains one or more related activities. For example, the **Patient** tab contains patient-specific activities. When you click a tab, the default activity for that tab opens.



- B) **Activity Menu:** Use this menu to open the various activities that are contained in the selected navigation tab. For example, the **Patient** tab activity menu contains the **Allergies** and **Chart Review** activities.



C) **Action Options:** Use these buttons, located on the top right of the screen, to see all your available activities or to log out.



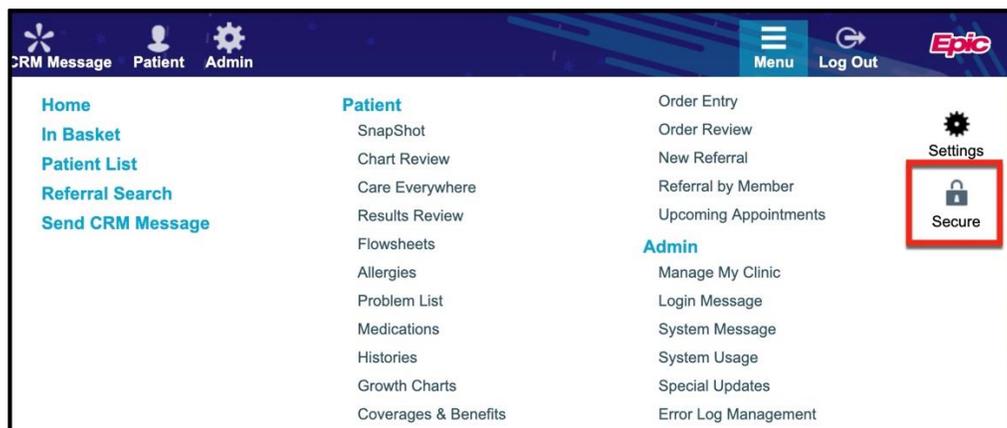
## How do I log out?

To maintain patient confidentiality, you need to log out or *secure* your screen when you are done working or must leave the computer for any reason. There are two ways to do this:

- Log out of your CareLink session by selecting  **Log Out**. The next time you log in back into CareLink, you are directed to your home page.



- To secure the session, select **Menu > Secure**. When you log back in to CareLink, you return to the same activity that you were in before you secured the screen



# Accessing the Patient Chart

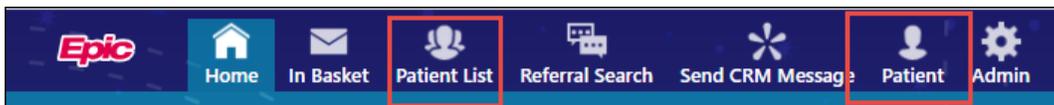
There are various ways to access a patient's chart:

1. From your home screen there are two activities to choose from **Select Patient** or **Open Chart Review**.



- The **Select Patient** icon will direct the end user to view their patient list, or also have the capability to search all patients within the same window.
- The **Open Chart Review** icon will allow user to select the patient of choice from their patient list or search for a patient, to review the patients chart.

2. Within the sessions header there are two activities to choose from **Patient list** and **Patient**.



- The **Patient List** icon will populate patients that have a direct relationship to your establishment. *If you are the patient's PCP and are listed as the patient's PCP you will be able to always have access to your patient through your Patient List icon without having to search for your patient.*
  - For patients to appear on this list, you must have a direct relationship to the patient. If you have access to many patients, your patients might appear on more than one page. Use the alphabetical search index at the top of the page to find patients by clicking the first letter of the patient's last name.
- The **Patient** Icon will allow you to search for a specific patient either by searching from your patient list or by Searching All Patients.

## Select your patient's chart from a list of current patients

1. Click  **Patient List** and go to the **My Patients** tab.
2. Click a patient's name to open their chart.
3. To view a list of currently admitted patients, select the **EpicCare Link Admitted Patients** navigation tab. For patients to appear on this list, you must have a provider relationship of PCP, attending, admitting, or treatment team on the admission.
4. Select a patient's name to view additional patient-specific information in the report pane.
5. If you view a report frequently, click  to add a button for the report to the toolbar. From that page, you can also remove your report toolbar buttons, rearrange the order of buttons, and rename the reports.
6. Click  to open a patient's chart.

Patient Lists > EpicCare Link Admitted Patients (as of 1644)

My Patients **EpicCare Link Admitted Patients**

Refresh Set As Default List Filter by provider: [dropdown]

Unit	Patient Name	Age/Gender	Exp Disch Date	Problem	Room	Bed
CICU, ECH	Foot, Xavier	72 y.o. / M			543	543
EPIC GENERAL SURGERY	Hall, Kerry	67 y.o. / M			101	101B
EPIC GENERAL SURGERY	Cowser, Kyle	67 y.o. / M			101	101A
EPIC GENERAL SURGERY	Cowser, Bryan	67 y.o. / M			102	102B
GENERAL SURGERY, EHN	Hall, Kevin	67 y.o. / M			101	B
MAIN OR	Dobbs, Paula	59 y.o. / F	04/14/2013	DJD (Degenerative Joint Disease) of Knee (Admission Diagnosis)	MAIN OR	OR
MEDSURG 1, EMC	Nott, Sally	59 y.o. / F		Influenza A (H1N1) (Admission Diagnosis)	504	504-1
MEDSURG 3, EMC	Frazer, Cathy	60 y.o. / F			477	477-2
MEDSURG 3, EMC	Aldrich, Terrance	71 y.o. / M		Knee pain, left (Admission Diagnosis)	480	480-1
MEDSURG 3, EMC	Douglas, Matthew	71 y.o. / M		Knee pain, left (Admission Diagnosis)	472	472-2

Report: Overview

Today's Vitals Report  
None

Lines, Drains, Airways, & Wounds Report  
Wound 04/09/13 Surgical Surgical 1779 days  
Wound Right  
Peripheral Intravenous Line  
Peripheral IV 04/09/13 Right Forearm 1779 days

Respiratory Report  
Blood Gases (Last 24 hours)  
None  
Respiratory Data (Last 24 hours)  
None

Medications Report

Infectious Disease Report  
ID Vitals and Labs (Last 7 days)  
No flowsheets data found  
No lab results data found  
Anti-Infectives  
No matching active medications  
Microbiology Results  
No procedures found

Hematology Report  
(Up to last 3 results from past 72 hours)  
None

Imaging Report  
(Last 188 hours)  
None

Renal Function Report  
Labs (Up to last 3 results from past 72 hours)  
None  
Intake/Output  
None

Significant Events Last 48 Hours  
None

Timeline Report  
Future Events  
None  
Past Events  
4/9/2013  
04/09/13 ORIF HUMERAL HEAD

Quick Links

Logged in as: ROMERO, ALEX (VALLEY UROLOGY) Healthy Planet® Link, EpicCare® Link, and PlanLink™ licensed from Epic Systems Corporation, © 2018 Epic Systems Corporation.



To see only the patients for whom you are the PCP, select your name in the **Filter by Provider** field.

## Search for a patient's record based on name or MRN

If you know specific information about a patient, such as their name, you can use the **Patient Search** activity to enter that information and then select the appropriate patient from the list of possible matches.

1. Click  **Patient** icon and enter the patient's name or MRN.
2. The Patient Search activity opens.
3. Enter the patient's Name or MRN.
4. Press Enter or select the patient's name from the drop-down list of potential patient matches.
5. In the Search Results window, click the name of the patient whose chart you want to open.

**Patient Search**

Search My Patients

Name or MRN:

Additional search criteria

My Patients   Recent

PATIENT NAME	MRN	Patient Type	Sex	DOB	Street Address
<a href="#">Ambtest, Child</a>	<E10455>		F	6/1/2004	11165 Mountain View Ave, LOMA LINDA CA 92354
<a href="#">Ambtest, Laura</a>	<E19>		F	1/1/1960	11165 Mountain View Ave, Loma Linda CA 92354
<a href="#">Ambtest, Michael</a>	<E18>		M	4/26/2004	123 Test St., LOMA LINDA CA 92354
<a href="#">Ambtest, Sung</a>	<E10502>		M	1/1/1980	11165 Mountain View Ave, Loma Linda CA 92354



In two clicks, you can quickly open a patient chart that you recently had open. In the **Search My Patients** section of the Patient Search activity, select the **Recent** tab and then click the name of the patient.

# What if I can't find a patient?

If you don't find a patient using the methods above, you might not have been granted access to their chart yet, or they may not have a record in the system. Use the **Search All Patients** section of the Patient Search activity when you need to gain immediate access to a patient's chart for the first time, such as in the case of an emergency.

There are two possible ways to search for patients:

- a. You must enter the patient's **Last and First name, Sex, Date of Birth, Or**
- b. You are also able to enter the patient's **Sex, Date of Birth and Zip Code** Or
- c. You are also able to enter the patients **DOB, Sex and MRN.**

1. If your initial search returns no results, select **Search All Patients** from the Search Results window.

**Patient Search**

Search My Patients

**Search All Patients** [Make this my default](#)

While locating patients; there are several combinations that a user can use to locate their patient; regardless of the combination chosen by the user birthdate and sex are both required fields. Possible combinations are:

- a. Patient Name, Sex, and DOB.
- b. Sex, DOB and Zip code.
- c. DOB, Sex and MRN.

**Patient Select**

Name (Last,First):  Sex:

Birthdate (MM/DD/YYYY):  Zip Code:

MRN:

2. Complete any combination of information end user has for the patient, and then click **Search**.
3. Select the patient record you want to open by selecting **Accept**.

**Search Results**

Name (Last,First): **Ambtest, Buddy**

Sex: Male Birthdate (MM/... 9/24/2018)

1 patient matches the search criteria above.

Score	Patient Name	MRN	Birth Date	Sex	Phone	Address	SSN
25.00	AMBTEST,BUDDY	7735	9/24/2018	M	909-555-2103	210 Prospect Ave, LOMA LINDA CA 92354	xxx-xx-9999

Create a new patient chart

Select the patient and add to my list

Go back and modify search criteria



If the patient's record doesn't exist, you can create one in EpicCare Link by clicking **Create a New Chart** in the Patient Search activity.

- The user is then prompted to confirm the patient information and will need to provide justification for accessing the patient's chart in the **Reason** field and add any comment(s) if needed. Once complete, select accept to access the patient's chart.

### Patient Select Confirmation

To gain access to this patient/member, click the Accept button. In the "Reason" field at the bottom of the bottom of the page, please select your relationship to the patient. If none of the relationships apply, please enter a description in the "Comment" field.

#### Patient Information

Patient Name Ambtest, Buddy	Sex Male	DOB 9/24/2018	SSN xxx-xx-9999
--------------------------------	-------------	------------------	--------------------

#### Patient Demographics

Address 210 Prospect Ave LOMA LINDA CA 92354	Phone 909-555-2103 (Home)	E-mail Address axibarra@llu.edu
--	------------------------------	------------------------------------

#### Patient Employment

**Reason:** ▼

- ✓ Access Needed by Patient's PCP
- Emergency Care
- Referring Physician
- Hospital Care Team
- Other (please specify)
- Physician Billing
- Behavioral Health Follow Up

**Comment:**

**Please select a relationship to add the patient:**

LLUH L...  
 LOMA...  
 PEDIA...

- Referring Physician
- Hospital Care Team
- Other (please specify)
- Physician Billing
- Behavioral Health Follow Up

## Creating a New Patient

There are a few circumstances in which a new patient will need to be created; perhaps you are needing to place a referral order for the patient you are not able to locate through Search All Patients or Search My Patients. Users can create a New Patient.

- From the Patient Search screen, select the **Create a New Chart** option located towards the bottom of the screen.

Snapshot | Chart Review | Care Everywhere | Results Review | Flowsheets | Allergies | Problem List | Medications | Histories | Growth Charts

### Patient Search

Search My Patients

Name or MRN:

Additional search criteria

My Patients

Recent

PATIENT NAME	MRN	Patient Type	Sex	DOB	Street Address
Ambtest, Sung	9017		M	1/1/1980	197 E Caroline St, San Bernardino CA 92408

Search All Patients

Create a New Chart

2. On the **Create a New Chart** tab the fields outlined by red stop signs need to be filled in. The fields in yellow are highly recommended and preferred. Once the user has completed all fields select **Create**.

**Patient Search**

Search My Patients

Search All Patients

Create a New Chart Make this my default

Please fill out the required fields to create a new patient/member. Enter the full name as LastName,FirstName (example: Doe,John).

**Patient Create**

Name (LastName,FirstName):  Sex:

SSN:  Birth date (MM/DD/YYYY):

Marital Status:

Home Phone:  Work Phone:

Employer:  Email Address:

Address:  City:

State:  Zip Code:

Payor/Subscriber ID:

3. After the patient's chart has been created, CareLink will take the end user to the new chart **Snapshot** activity.

**Snapshot** | Chart Review | Care Everywhere | Results Review | Flowsheets | Allergies | Problem List | Medications

**Patient SnapShot**

Patient Snapshot | Facesheet | Inpatient Record

**Jenn Superhero**  
Female, 35 y.o., 10/23/1984  
MRN: 10021068  
Care Team: No PCP found

**ALLERGIES**  
Not on File

**ACCESS ENDS**  
12/2/2019

**Demographics**  
Jenn Superhero  
35 year old female  
10/23/1984  
Comm Pref:

1234 Loma Linda  
Loma Linda CA 92399  
909-558-4000 (H)

**Transplants**  
None

**Significant History/Details**  
Smoking: Never Assessed  
Smokeless Tobacco: Unknown  
Alcohol: Not on File  
Comments: 1234test

**Family Comments**  
None

**Care Team and Communications**  
No PCP set  
No other patient care team members

**Last 3yr**  
No recent visits

**Allergies**  
Not on File

**Problem List**  
None

**Immunizations/Injections**  
None

**Reminders and Results**  
None

**Health Maintenance**  
None

Select encounter | Upload document | Change patient

Within the QuickStart guide users will learn how to place orders (pg.27) or referrals (pg.31).

# What if after I have followed all steps above, I still can't find a patient?

If the information you have does not result in locating the patient, you will need to request the patient's records through Medical Records.

For **Riverside University Health System** patients select the link and follow the outlined instructions:

<http://www.ruhealth.org/en-us/medical-center/patients-visitors/medical-records/Pages/default.aspx>

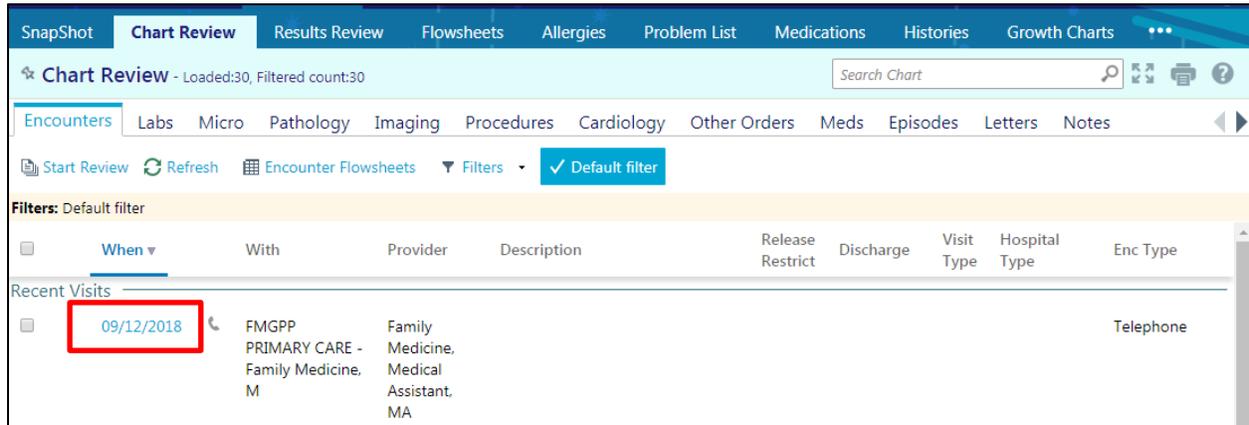
The screenshot shows the website for Riverside University Health System's Medical Records. The header includes the logo, navigation links (Giving, Volunteer, Careers, Newsroom, MyRUHealth, Locations), and a phone number (951-486-4000). A search bar asks "How can we help you?". The main navigation menu has "About", "Medical Services", "Patients & Visitors", and "Medical Education". The "Patients & Visitors" section is active, showing "Medical Records" with a phone number (951-486-5040), location (Lower Level, RUHS Medical Center), hours (8 a.m. - 5 p.m., Monday through Friday), and a description of the Health Information Management Department. A photo of a woman at a computer is also present. A "Please Note" section explains that medical records are the property of the hospital and require authorization for release. A "Medical Records Requests" link is at the bottom.

## Review the patient's chart before a visit

1. Open the patient's chart. Once a user selects a patient's chart to review the chart opens to the Patient's Snapshot, users can quickly review the patient's allergies, problem list and Care Team members.
2. If an end user prefers to default to another tab, users can "pin" the tab that they desire to the desired tab first when selecting a patient.

The screenshot shows the Epic Patient Snapshot interface for a patient named Buddy Ambtest. The patient's information includes: Male, 2 y.o., 9/24/2018, 33Wld GA, MRN: 7735. The primary care physician is Baum, Marti Francoene, MD, PCP - General. The patient has an allergy for Adhesive Tape. The active treatment/therapy plans are listed under "ACCESS ENDS 1/21/2021". The patient's demographics include address (210 Prospect Ave, LOMALINDA CA 92354, 909-555-2103 (H)) and guardians (ambtest, sung (Father) - 909-555-1236). The significant history/details include smoking (Heavy Tobacco Smoker, 10 ppd, 5 pack-years), alcohol (4.0 standard drinks of alcohol/week), and preferred language (English). The family comments and care team and communications sections are currently empty. The last 4 visits are: Dec 16, 2020 (Office Visit with Pediatrics - Family Medicine, P), Oct 14, 2020 (Orders Only with Ophthalmology - Nist, L), Oct 12, 2020 (Orders Only with Behavioral H - Nist, L), and Oct 08, 2020 (Office Visit with Phillips, R). The problem list includes Hypertension, Atherosclerosis of abdominal aorta (HCC), and Atrioventricular septal defect (AVSD).

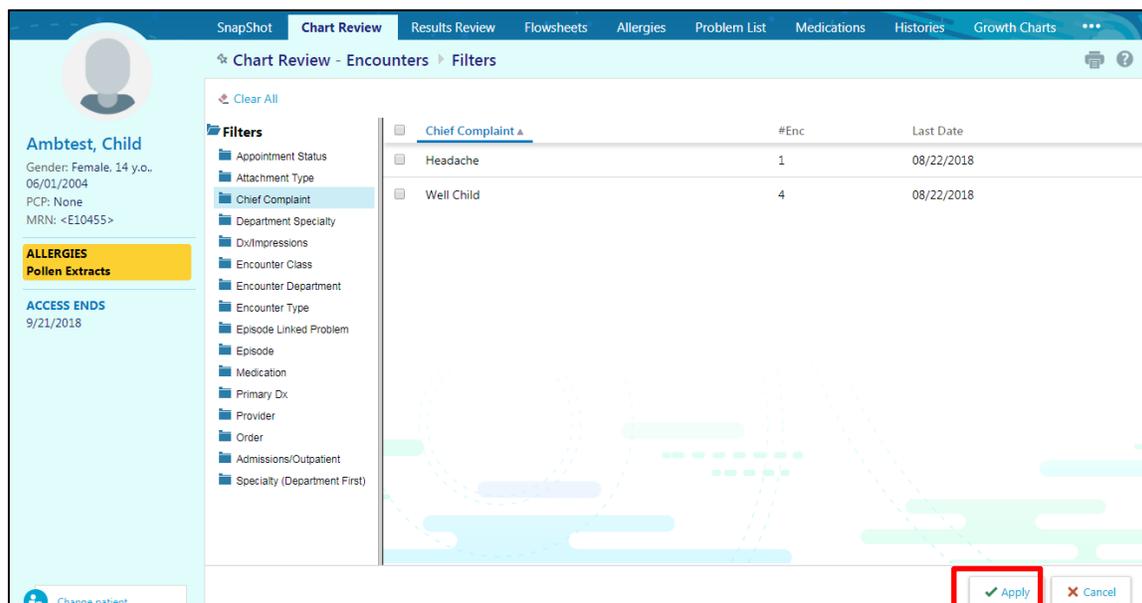
3. Within the patient's chart, click **Chart Review**, and select a tab that includes information you want to review.
4. To view more detailed information, such as a specific patient visit, select the date *link* that appears in the row. The report opens.



## Find information quickly in the patient's chart

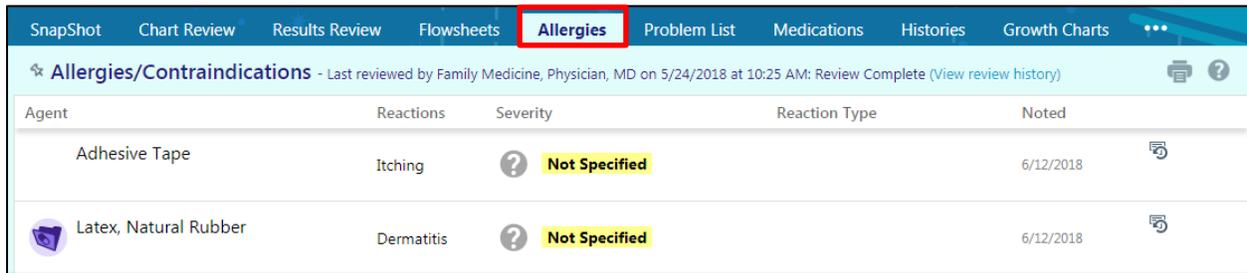
For patients with large charts, it can be helpful to narrow down the list of visits, labs, medications, or other information in Chart Review. For example, on the **Encounters** tab within **Chart Review**, users can filter the list, so they only see visits associated with certain providers.

1. In Chart Review, select a tab.
2. Click **Filters**. The Filters page opens.
3. Select a filter type and then select check boxes next to the values that you want to see. For example, select Encounter Type and then select Documentation filter.
4. Click **Apply**. The results of your search appear.



## View a patient's allergies

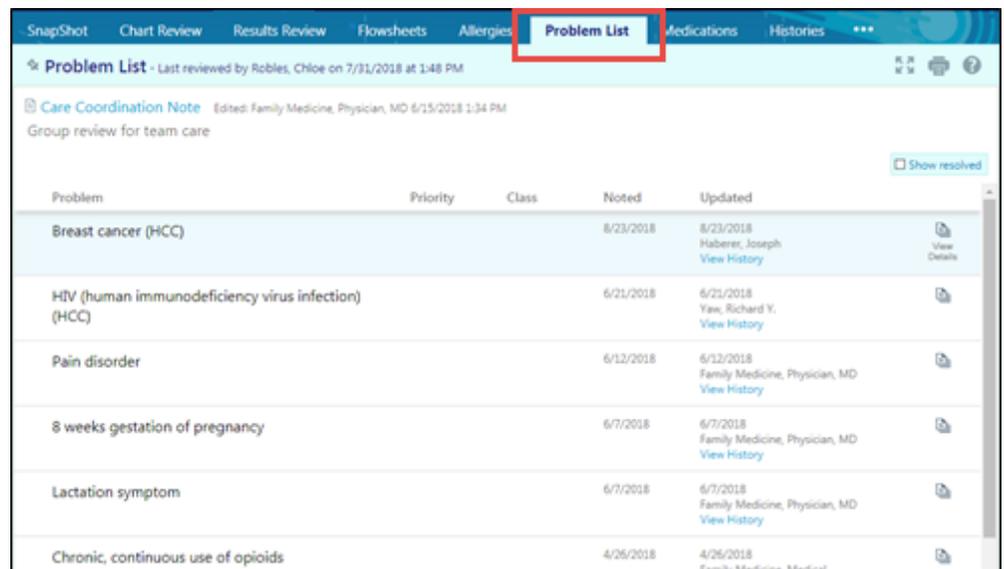
Select the **Patient** tab and click **Allergies**.



Agent	Reactions	Severity	Reaction Type	Noted
Adhesive Tape	Itching	? Not Specified		6/12/2018
Latex, Natural Rubber	Dermatitis	? Not Specified		6/12/2018

## View a list of the patient's current medical problems

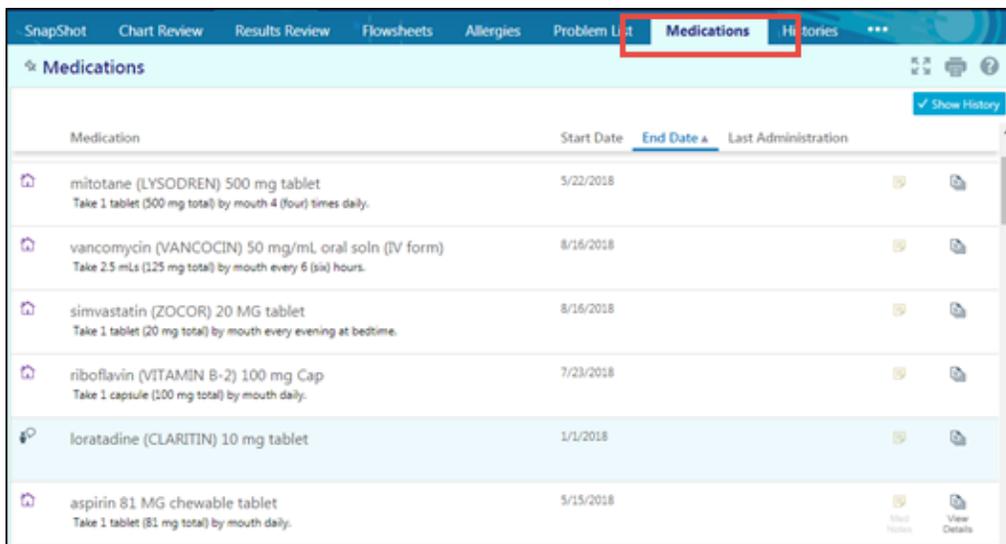
Select the **Patient** tab and click **Problem List**.



Problem	Priority	Class	Noted	Updated
Breast cancer (HCC)			8/23/2018	8/23/2018 Haberer, Joseph View History
HIV (human immunodeficiency virus infection) (HCC)			6/21/2018	6/21/2018 Yee, Richard Y. View History
Pain disorder			6/12/2018	6/12/2018 Family Medicine, Physician, MD View History
8 weeks gestation of pregnancy			6/7/2018	6/7/2018 Family Medicine, Physician, MD View History
Lactation symptom			6/7/2018	6/7/2018 Family Medicine, Physician, MD View History
Chronic, continuous use of opioids			4/26/2018	4/26/2018 Family Medicine, Physician, MD View History

## View a patient's current medications

Select the **Patient** tab and click **Medications**.



Medication	Start Date	End Date	Last Administration
mitotane (LYSODREN) 500 mg tablet Take 1 tablet (500 mg total) by mouth 4 (four) times daily.	5/22/2018		
vancomycin (VANCOCCIN) 50 mg/mL oral soln (IV form) Take 2.5 mLs (125 mg total) by mouth every 6 (six) hours.	8/16/2018		
simvastatin (ZOCOR) 20 MG tablet Take 1 tablet (20 mg total) by mouth every evening at bedtime.	8/16/2018		
riboflavin (VITAMIN B-2) 100 mg Cap Take 1 capsule (100 mg total) by mouth daily.	7/23/2018		
loratadine (CLARITIN) 10 mg tablet	1/1/2018		
aspirin 81 MG chewable tablet Take 1 tablet (81 mg total) by mouth daily.	5/15/2018		

## View a patient's history

Select the **Patient** tab and click **Histories** to see a report with information about the patient's medical, surgical, family, and social history. Social history includes topics like tobacco use and sexual activity.

The screenshot shows the 'Histories' tab selected in the top navigation bar. The main content area displays a 'Patient History Report' for Michael Ambtest (MRN: <E18>). The report is organized into several sections:

- Medical and Surgical History**
  - Medical History**: A table with columns for Diagnosis, Date, Comment, and Source.

Diagnosis	Date	Comment	Source
Arthritis			Provider
Chronic obstructive pulmonary disease (HCC)			Provider
Encounter for blood transfusion			Provider
  - Surgical History**: No past surgical history on file.
- Pediatric History**
  - Birth History**: No birth history on file.
- Substance Use and Sexual Activity**
  - Substance & Sexual Activity**: No substance use or sexual activity history on file.

## View a patient's demographics

With the patient chart open, hover over the patient name in the Storyboard. Demographic information will display for the patient.

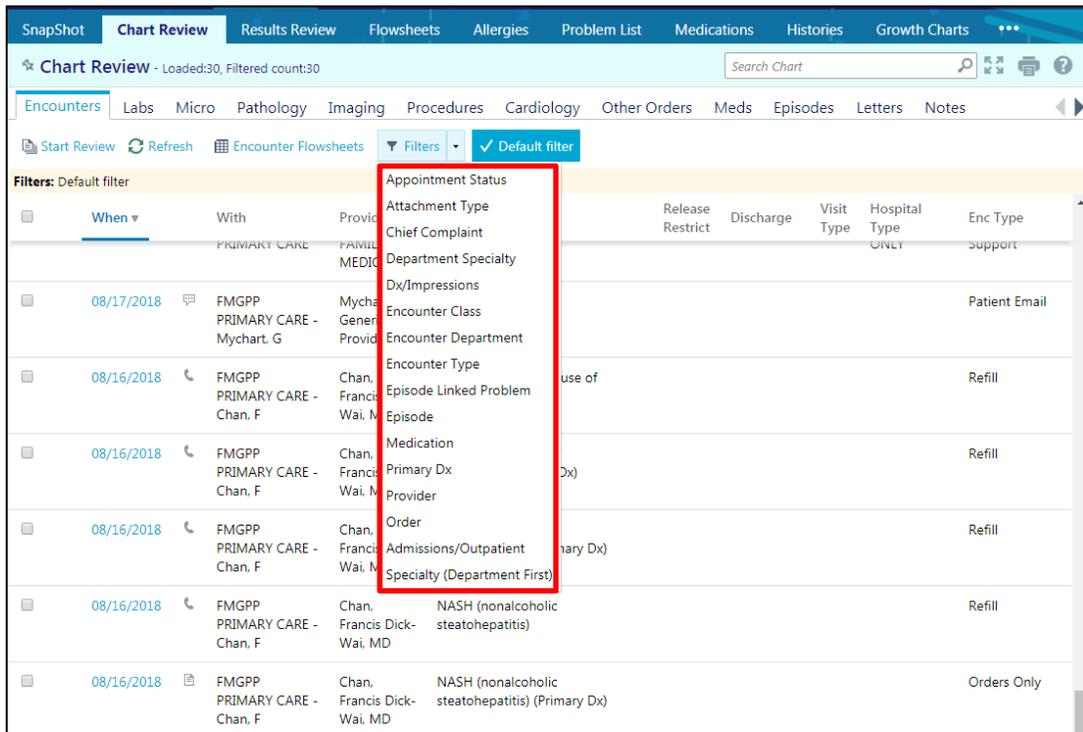
The screenshot shows the 'Chart Review' tab selected in the top navigation bar. The main content area displays the 'Chart Review' for Buddy Ambtest (Legal). The patient's name 'Buddy Ambtest' is highlighted with a red box, and a tooltip is displayed over it, showing demographic information:

- Buddy Ambtest (Legal)**
- 2 y.o., 9/24/2018, 153w0d PMA, 33w0d GA
- Legal sex: Male
- Marital Status: Single
- Occupation: child
- MRN: 7735
- 210 Prospect Ave, LOMA LINDA CA 92354
- 909-555-2103 (Home Phone)

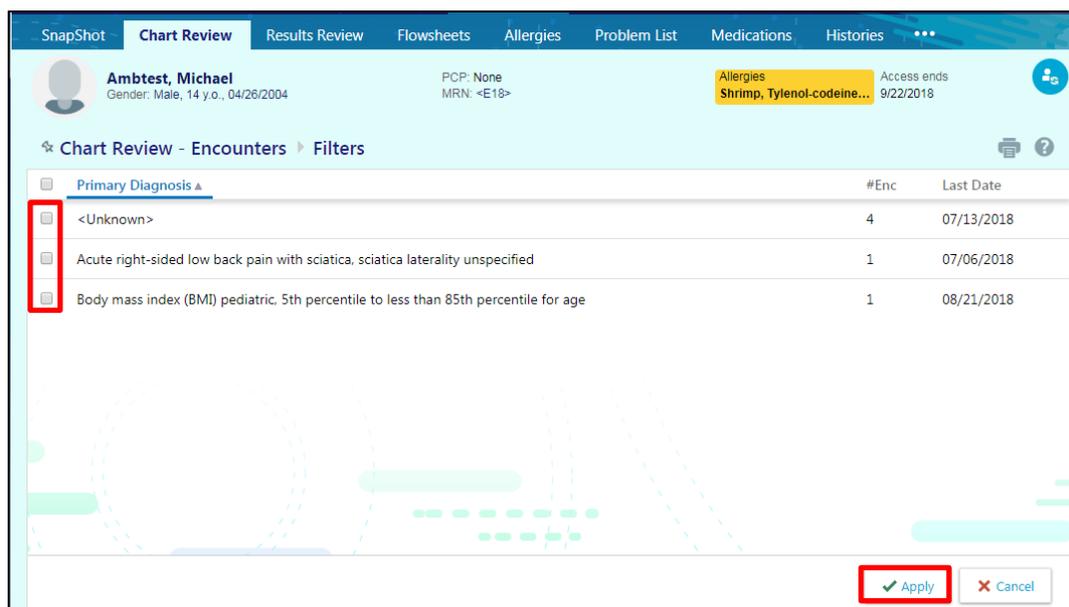
# Use filters to narrow the list of information you see

You can also use filters to find visits, labs, medications, or other information in **Chart Review**. For example, on the **Encounters** tab, you can filter the list, so you see only the visits associated with certain providers.

1. In Chart Review, select a tab.
2. Click **Filters** and select a filter type. Then, select check boxes next to the values that you want to see. For example, select Primary Diagnosis to view the different diagnosis that the patient has.



3. Review the desired diagnosis by selecting the check box next to the DX. Once complete select the Apply icon on the lower right-hand corner of your screen to view requested information.



# View a patient's billing information

To view information about the patient's eligibility for health plans, coverage's, service areas, networks, and more, select the **Patient** tab and click **Billing Info/Coverages & Benefits**. You can expand and collapse the sections in the Services section and use the **Jump to** search bar to find specific services.

You can also see details about a coverage on the Benefits Summary page to:

- Determine whether a service is covered in or out of network.
- Determine whether coverage is active.
- Determine whether benefits for a service are metered and what the limits are for each level of benefits.
- Determine what the patient portion will be for a service.
- Review a complete summary of benefits.

The screenshot displays the 'Coverages & Benefits' section for a patient named Laura Ambtest. The interface includes a top navigation bar with various tabs, a left sidebar menu, and a main content area. The 'Coverages & Benefits' menu item is highlighted with a red box. The main content area shows details for 'MANAGED CARE UHC A2B', including deductibles and MOOPs. A table lists services and their coverage status.

Type of Service	Network	Referral Required?	Level	Applies to	Patient Portion	Limit	Remaining*	Bucket	Admission Group
LL TAP PB/HB ALL PROCEDURES	N/A				No Payment				
LL TAP CPT II/CPT III	N/A				No Payment				
LL TAP J9000-J9999, J2505 CHEMO DRUGS	N/A		1		Not Covered				
LL TAP IMMUNIZATIONS & INOCULATIONS 90281-90749	N/A		1		Not Covered				
LL TAP 90281-90399	N/A		1		Not Covered				
LL TAP POS 23	N/A		1		Not Covered				
LL TAP MAN URGENT CARE UR	N/A	No	1	MOOP	\$20.00	1 Visit	1 Visit		LL TAP MAN

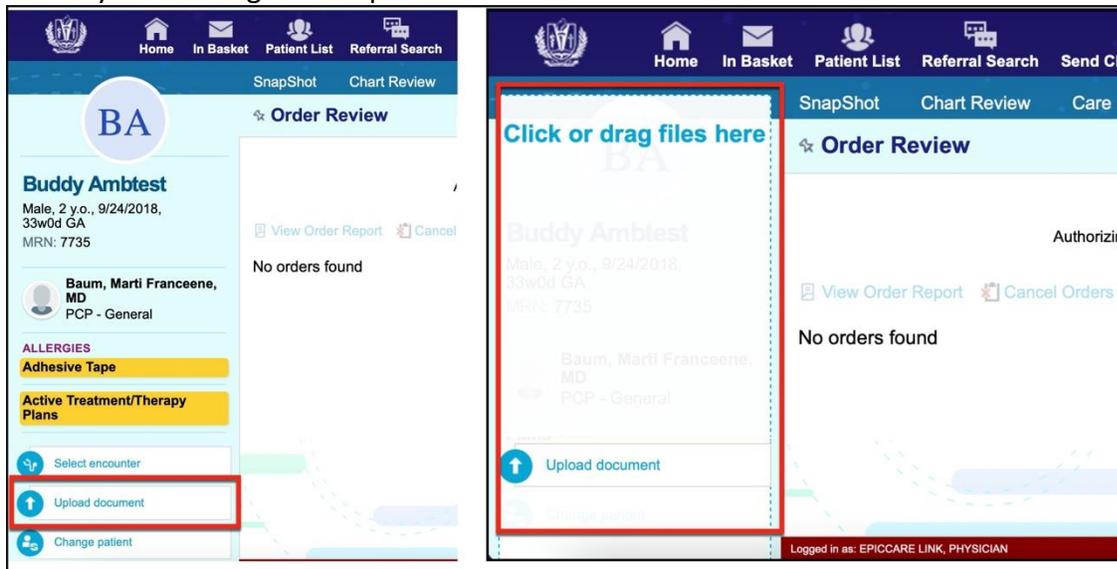
\*The counts in the Remaining column do not include unprocessed services.

# Uploading Files to the Patient Chart

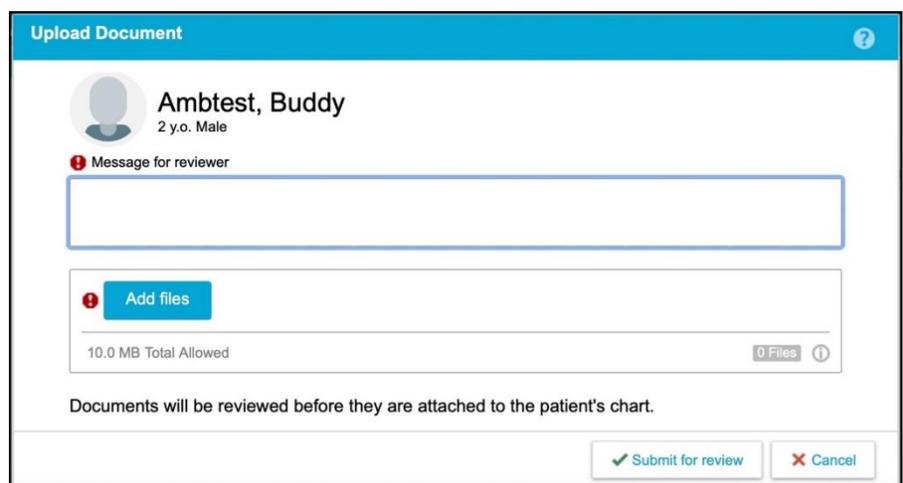
## Upload a file

You can attach a file to the patient's chart, such as an electronic copy of exam notes. The file is sent to an administrator at Loma Linda who verifies it before it's added to the chart.

1. Drag and drop a file from your computer into the section below the patient's photo on the left side of the screen. Alternatively, click **Upload document** on the left side of the screen to open a window where you can drag and drop the file.



- If you don't want to drag and drop a file from your computer, click **Add file** to browse for the file on your computer and select it.
  - Any files that you add must be smaller than the maximum allowed file size and be of an appropriate type.
    - The maximum allowed file size appears in a message below the **Add file** button.
    - To see which types of files you can add, hover over .
2. Select a document type for the file, such as a study document.
3. Enter a description of the file.
4. If you want to remove a file that you selected, click .
5. If the Message for reviewer section appears, enter a message for the administrator who review files.
6. Click **Submit for Review**.

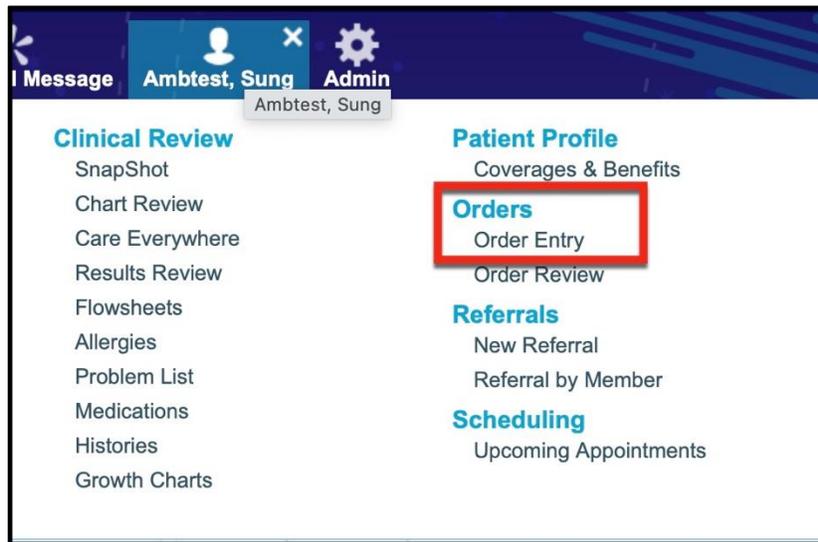


# Placing Orders

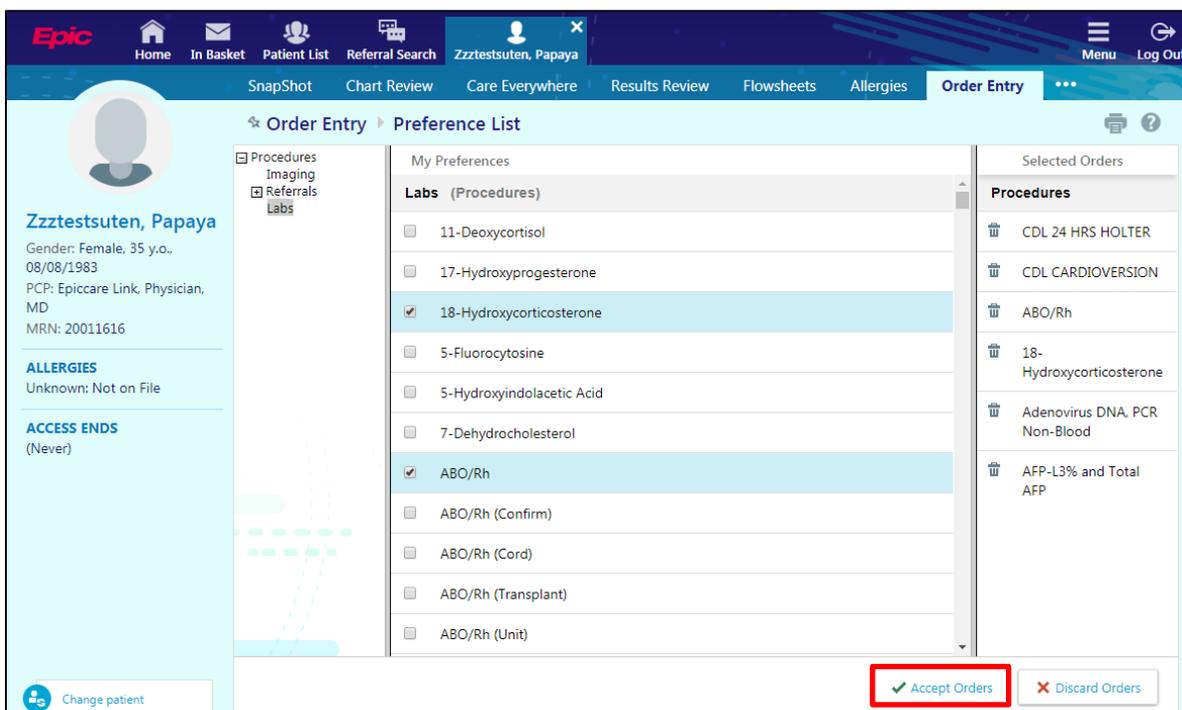
You can use CareLink to place orders for your patient, including ambulatory referrals for consultations and follow up visits, as well as imaging and lab procedures to take place at Loma Linda University Health.

## Place a new order

1. Select the **Patient** tab and click **Order Entry**.



2. Select an ordering clinic and authorizing provider and click **Accept**.
3. Click **Preference List** to see a list of available orders.
4. Select the check box next to each order that you want to place. Use the subsections in the left pane to filter orders by type.



5. Click **✓ Accept Orders** to review a list of your orders and make any necessary changes before signing them.
6. If there's a:
  - a. required (**!**) sign you will need to address that field.
  - b. recommended (**!**) icon next to an order, is recommended.
  - c. You can attach files within orders by using the attach file icon.

The screenshot shows the 'Order Entry' interface for 'Ambulatory referral to Maternal Fetal Medicine'. The interface includes a navigation bar with 'Order Entry' selected, a breadcrumb 'Order Entry > Edit Order', and a form with the following fields:

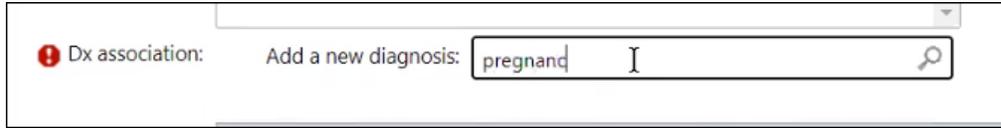
- Referral:** Priority: Routine [1]
- Reason:** Specialty Services Required [5] (with buttons for Consultation, Hospital Dis..., Second Opinion, Continuity o...)
- To dept:** (with a red exclamation mark icon)
- To dept spec:** (with a red exclamation mark icon)
- To provider:**
- Address:** (dropdown menu)
- Type:** Professional (Physician) [96] (with a blue checkmark icon and a button for Professional...)
- # of visits:** 1 (The maximum number of visits for this procedure is 999)
- Comment:** (text area)
- Dx association:** Add a new diagnosis: (with a red exclamation mark icon)

7. Accept and sign the orders.

# Associating Diagnoses

You can use the Diagnosis Association page to associate diagnoses for multiple orders at the same time. You can:

1. Within the DX association field users can free text then make adequate selection, once complete select **accept**.



Please make a selection

pregnancy Search

Search Matches:

%	ID	Name	ICD-9 Codes	ICD-10 Codes	HCC
99.9%	203531	Pregnancy	V22.2	Z34.90	
88.8%	363429	Pregnancy and infectious disease	647.90	O98.919	
88.8%	286856	Pregnancy beyond 42 weeks of gestation	645.20	O48.1	
88.8%	318659	Pregnancy complicated by female genital mutilation	654.90, 629.20	O34.80, N90.810	
88.8%	348332	Pregnancy complicated by fetal abdominal abnormality	655.80	O35.8XX0	
88.8%	348333	Pregnancy complicated by fetal cardiovascular abnormality	655.80	O35.8XX0	
88.8%	348334	Pregnancy complicated by fetal facial abnormality	655.80	O35.8XX0	
88.8%	348335	Pregnancy complicated by fetal gastrointestinal abnormality	655.80	O35.8XX0	
88.8%	348336	Pregnancy complicated by fetal genitourinary abnormality	655.80	O35.8XX0	
88.8%	348472	Pregnancy complicated by fetal GI abnormality	655.80	O35.8XX0	
88.8%	348471	Pregnancy complicated by fetal GU abnormality	655.80	O35.8XX0	
88.8%	348337	Pregnancy complicated by fetal limb abnormality	655.80	O35.8XX0	

50 records loaded, [load more](#).

Cancel

## Cancel or Edit an order

1. Select the **Order Entry** tab and select the  trash bin to cancel the order placed.

### Order Entry

Preference List **Dx Association**

New procedure:

Epiccare Link, Physician, MD - LLUH Demo Site

Unsigned new orders (1)

#### Ambulatory referral to Maternal Fetal Medicine

- Internal Referral, Routine, Consultation, RUH CHC OB MFM CLINIC, Maternal and Fetal Medicine, Professional (Physician)  
What MFM services are you requesting? Ultrasound  
Which RUH MFM location would you like the patient seen at? Lake Elsinore MFM  
What services are you requesting? Ultrasound  
Ultrasound: NT/1st Trimester Screen  
Referral Details: dfjbnxdfkjbnxjk



Orders signed in this encounter (0)

*Don't see the order you're looking for? Try [Order Review](#).*

# Monitoring Your Patients

Event Monitor allows you to monitor *events* that occur in your patients' care, such as inpatient admissions or discharges, completion of outpatient visits, or new lab results. You can view these events on the Welcome page in the Event Dashboard or in your In Basket.

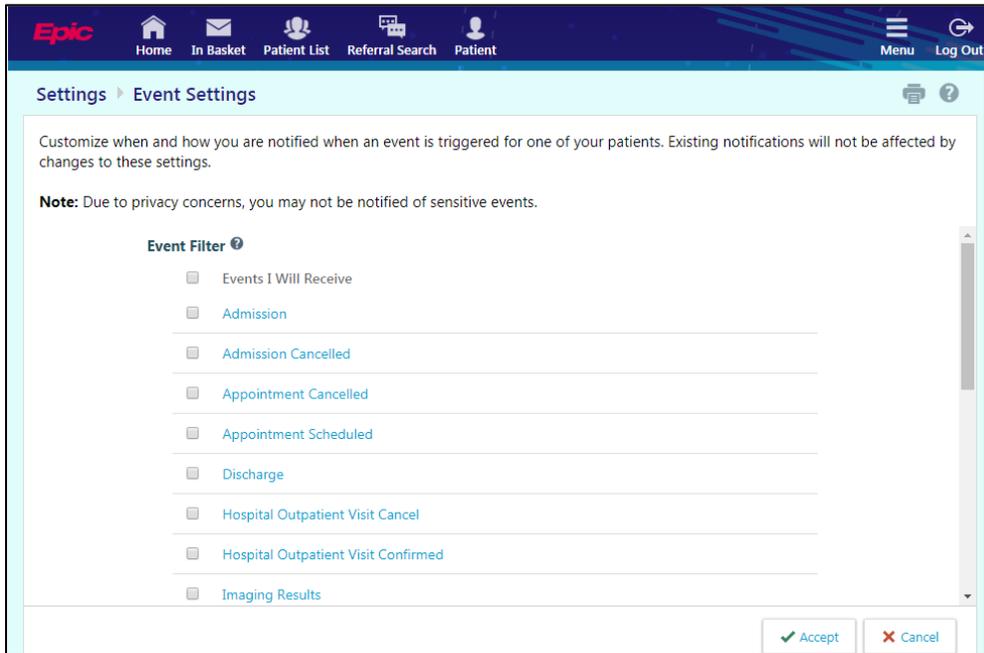
## Target your event notifications

To focus on the medical events that matter most to you, use event and relationship filters in Event Monitor. You can tailor which types of events you're notified of and for which patients. For example, you can choose to be notified of only the events associated with you or certain providers in your group. You're associated with an event if you're the attending provider, admitting provider, referring provider, a treatment team member, a care team member, or the patient's PCP.

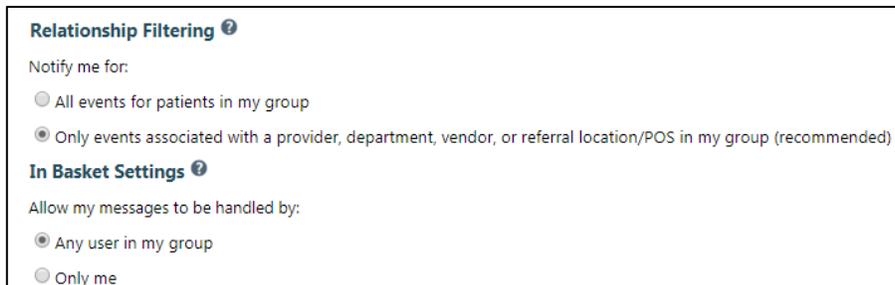
1. Access the Event Settings page by selecting **Menu > Settings > Event Settings**.



2. Choose which types of events you'll receive notifications for by selecting the check boxes in the Event Filter section. To receive notifications for all the available event types, select the **Events I Will Receive** check box.
3. Choose which events you'll receive notifications for by selecting one of the options in the Relationship Filtering section:
  - a. **All events for patients in my group.** This option includes events for any patient that you have access to.
  - b. **Only events associated with a provider or department in my group (recommended).** This option includes only events associated with the providers and departments in your provider group. For example, if a patient you have access to is admitted to the hospital, but none of the providers in your group is associated with the admission, you would not receive a notification.
  - c. **Only events associated with me.** This option includes only events associated with you.
  - d. **Only events associated with certain providers or departments.** This option includes only events associated with the provider or departments you select.



4. Choose who your notifications are sent to in the In-Basket Settings section:
  - a. **Any user in my group.** Your notifications are sent to a group of users at your organization, and any of the users can access the message and mark it as Done, which removes it from the In Baskets of all the users in the group. This option helps reduce the risk of duplicate follow-up and can save time.
  - b. **Only me.** You are the only user who can mark the notifications as Done. Other users might still see and act on the same notifications, but they can't mark the message as Done. This option helps ensure that you see every notification.

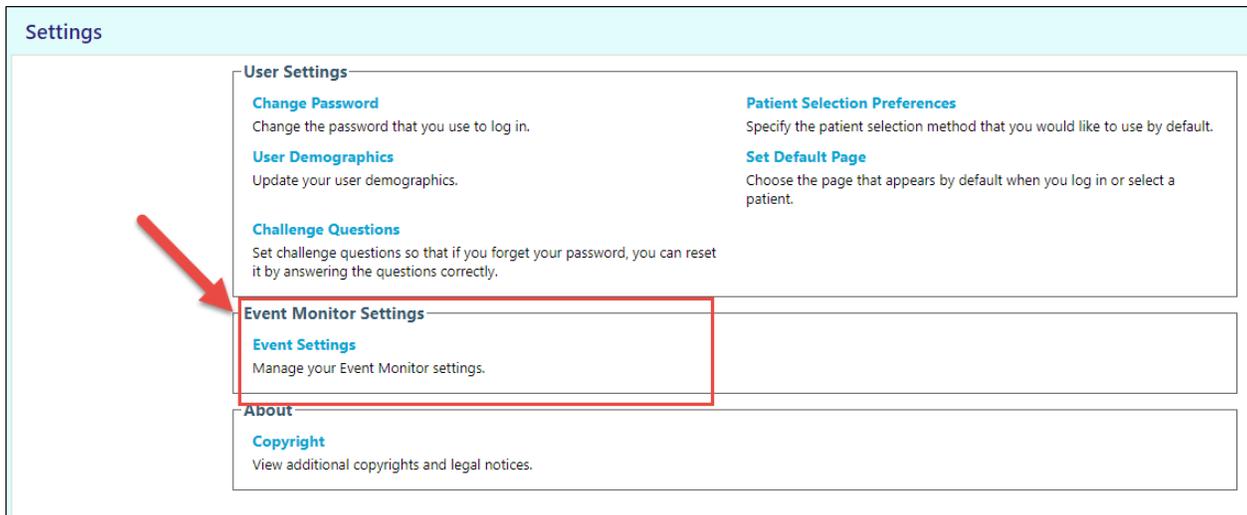


Please note that the default setting had no event alerts checked. Each user must select which alerts they wish to receive before any alerts will populate in the InBasket or Event Dashboard.

## View a patient's recent events

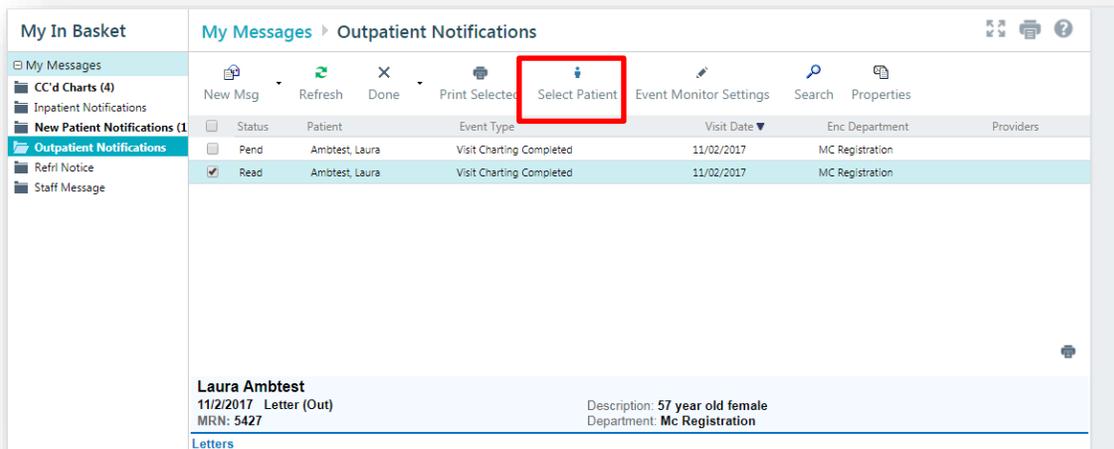
Select the Settings activity from the Menu option. The Event Dashboard appears in the middle of the user's screen, showing recent events for events on your patients.

If necessary, you can view more information about events by clicking the name of the patient in the Patient column. This takes you to In Basket, where you can view additional information about the event and mark it as Done if you are finished reviewing it.



## Open a patient's chart from an event message

Select the In Basket message for the patient's event and click  **Select Patient** to access the patient's chart.



# In Basket: Viewing Messages

In Basket is a quick and easy way to communicate with your colleagues. From here, you can view and sort messages, search for messages based on a number of criteria, and respond to your messages.

Select the **In Basket** tab to access your messages. Folders that group types of messages appear in the left pane. For example, you might see **Inpatient Notifications** or **Results Notifications** folders. If you have new messages, the folder title appears in bold, and the number of new messages appears in parentheses next to the folder name. If you have a new high-priority message, the folder appears with a red arrow.

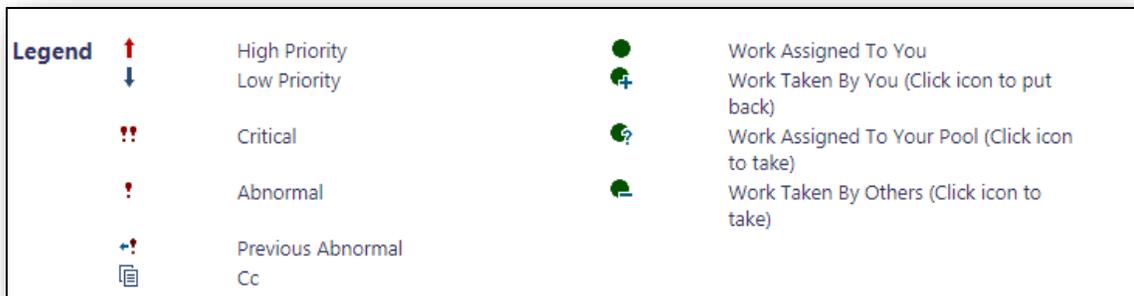
The screenshot displays the 'My In Basket' interface. On the left is a navigation pane with folders: 'My Messages', 'CC'd Charts (4)', 'Inpatient Notifications', 'New Patient Notifications (2)', 'Outpatient Notifications', 'Refri Notice', and 'Staff Message'. The main area is titled 'My Messages > New Patient Notifications' and contains a toolbar with 'New Msg', 'Refresh', 'Done', 'Print Selected', 'Select Patient', 'Event Monitor Settings', 'Search', and 'Properties'. Below the toolbar is a table of messages:

<input type="checkbox"/>	Status	Patient	Msg Date	Msg Time	Providers
<input checked="" type="checkbox"/>	Read	Facoaco, Denom_Bp	11/03/2017	7:48 AM	
<input type="checkbox"/>	New	Himtest, Testone	11/03/2017	7:40 AM	
<input type="checkbox"/>	New	Himtest, Zzone	11/02/2017	1:51 PM	
<input type="checkbox"/>	Pend	FACOACO, DENOM_AoneC	11/01/2017	11:54 AM	
<input type="checkbox"/>	Pend	FACOACO, Num_AoneC	11/01/2017	7:39 AM	
<input type="checkbox"/>	Pend	FACNACO, Excl_Statin_Therapy	10/31/2017	4:06 PM	
<input type="checkbox"/>	Pend	Gpro, Timthree	10/12/2017	3:34 PM	
<input type="checkbox"/>	Read	Lbp, Timone	10/12/2017	3:32 PM	

Below the table, there are sections for 'Patient Information', 'Patient Demographics', 'Visit Summary', and 'Problem List'. The 'Patient Information' section shows: Patient Name: Facoaco, Denom\_Bp; Sex: Male; DOB: 9/26/1951; SSN: xxx-xx-1724. The 'Patient Demographics' section shows: Address: 100 Testing Way, LOMA LINDA CA 92354; Phone: 909-555-1478 (Home). The 'Visit Summary' section shows: Progress notes: No notes of this type exist for this encounter. The 'Diagnoses' section shows: None. The 'Problem List' section is currently empty.

## View a message

1. Select the folder for the type of message you want to view (for example, **Result Notifications**). The messages in that folder appears in a list in to the right.
2. You will notice, in the lower pane, a folder legend. This legend will help you navigate through the icons that might appear in a message.



Legend	
↑	High Priority
↓	Low Priority
!!	Critical
!	Abnormal
+!	Previous Abnormal
📄	Cc
●	Work Assigned To You
➕	Work Taken By You (Click icon to put back)
?	Work Assigned To Your Pool (Click icon to take)
👤	Work Taken By Others (Click icon to take)

3. Select a message to read its contents.

## Search for a message

1. Click  **Search** in the toolbar.
2. Enter as many search criteria as you want. You can search by patient, message type, status, recipient, priority, date, or any combination of these.
3. Click  **Search**. Your search results appear.
4. To return to your normal In Basket view, select **My In Basket** at the bottom of the left pane.

## Print multiple messages at once

If you are working with a paper system, it can be useful to print multiple In Basket messages that you can then keep on file. Note that you can print multiple messages at once only for certain message types.

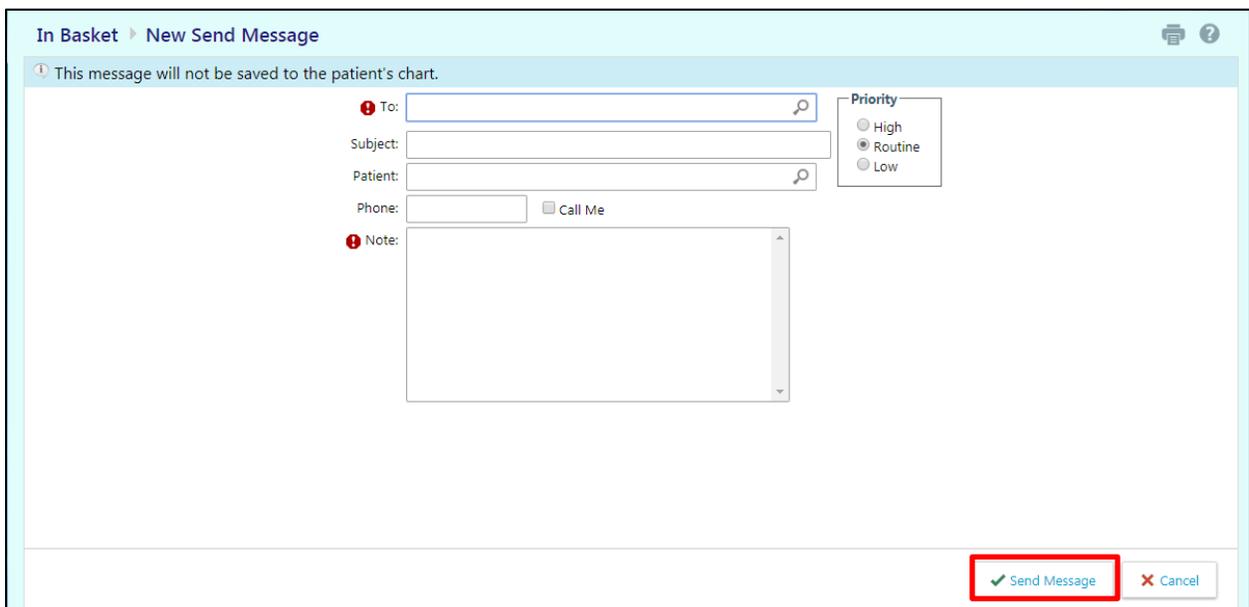
1. Select the folder containing the messages that you want to print.
2. Select the check boxes next to the messages that you want to print.
3. Click  **Print Selected** on the toolbar.
4. Select the appropriate print settings and print the messages.

# In Basket: Sending Messages

In Basket is a communication tool where you can send and receive secure messages similar to email. Messages are sent to individual recipients or to a number of recipients grouped in a class or a pool. You can also associate a patient with the message using the **Patient** field on the message form so that the recipient can refer to the patient's chart.

## Send an In Basket message

1. Select the **In Basket** tab.
2. Click the arrow next to  **New Msg** and select the type of message you want to send.
3. In the **To** field, *completion match* on the name of the person or group to whom you would like to send your message. To see a list of all possible recipients, click .
4. Enter a brief subject in the **Subject** or **Summary** field.
5. If you are sending a message regarding a patient, either click **Use <patient name>** to pull in the patient's name, or search for a different patient. This attaches the patient's name to the message.
6. Complete any other required fields.
7. Type your message in the **Note** field.
8. When you are finished, click  **Send Message**.



The screenshot shows the 'In Basket > New Send Message' interface. At the top, there is a warning: 'This message will not be saved to the patient's chart.' Below this, there are several input fields: 'To:' with a search icon, 'Subject:', 'Patient:' with a search icon, and 'Phone:' with a 'Call Me' checkbox. To the right of these fields is a 'Priority' dropdown menu with options for 'High', 'Routine' (selected), and 'Low'. Below the input fields is a large 'Note:' text area. At the bottom right of the form, there are two buttons: 'Send Message' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Send Message' button is highlighted with a red rectangular box.

## Reply to or forward a message

Click a message to select it.

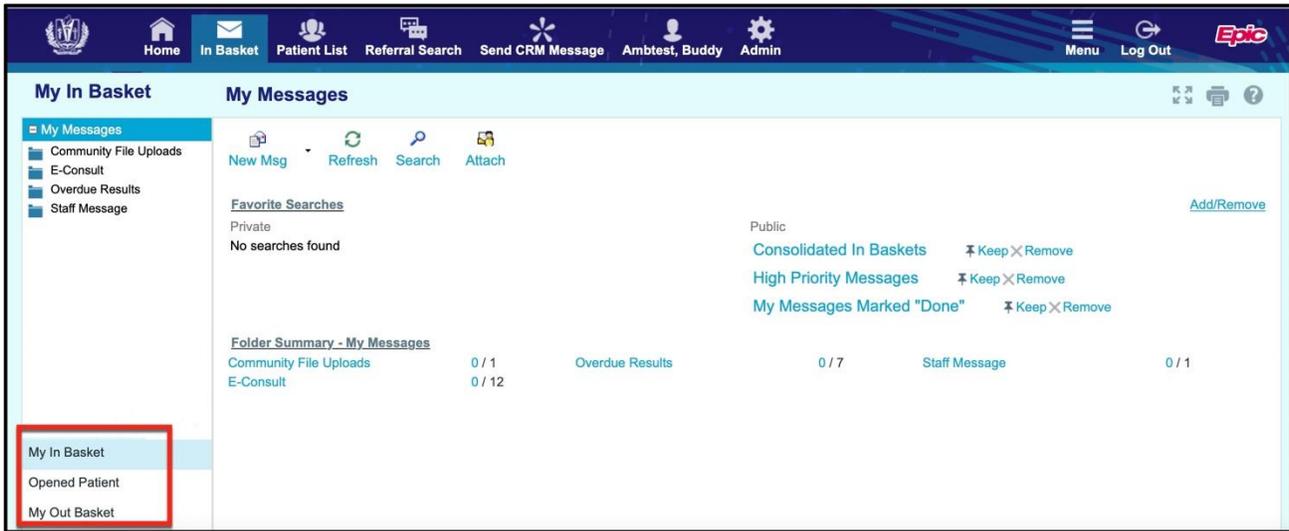
- To reply to a message, click  **Reply**.
- To forward a message, click  **Forward**.

*Note: Reply and Forward options might not be available depending on the message you've received.*

## View messages you've sent

1. Select the **In Basket** tab and click **My Out Basket**. The folders and messages in your Out Basket appear.

2. Select a message type in the folder pane, and then select a particular message in the top right pane to view it.
3. To return to your In Basket, click **My In Basket** in the bottom left corner.



# Managing Your Clinic

The Manage My Clinic activity is a central location from which you can change users' passwords and request new users to be created in the system.

## Verify User Records

The first site Administrator to log in to their new CareLink site will receive a site verification message from your Loma Linda University Health asking you to verify that all users working at your site are current and active. Site Administrators will also receive this prompted regularly to perform user verification for security maintenance.

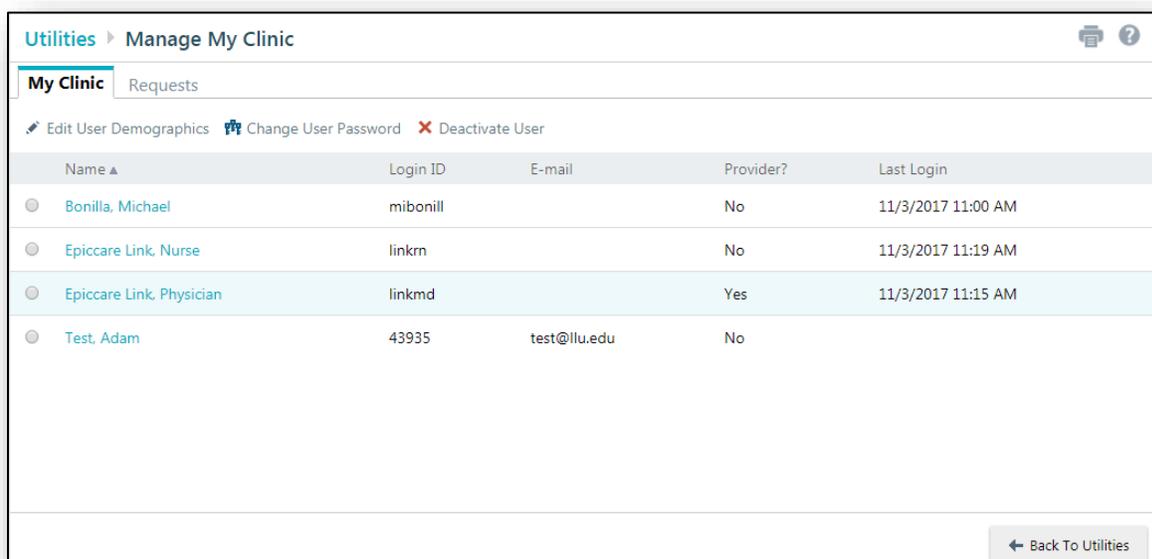
From the message, you can select **Verify Now** and you are brought to the **Site Verification** activity in Manage My Clinic. From the **Site Verification** activity, you can verify that all the users working at your site are current and you can deactivate user records to prevent unauthorized access by users whose accounts are outdated.

1. On the **Site Verification** tab, select No for all the users whose accounts you want to deactivate. You can enter a comment in the Comments field that appears.
  - Note that Yes has been selected by default for all users.
2. Select the Acknowledgement check box to acknowledge that you have reviewed and confirmed the list of users.
3. Click **Verify** to verify the list of users and close the screen.

## Deactivate a User

If a user should no longer have access to CareLink, you should deactivate her user record.

1. Select the **Admin** tab and click **Manage My Clinic**.
2. On the **My Clinic** tab, select and deactivate the user.
3. Enter a comment indicating why you're deactivating the user and click **Deactivate**.



The screenshot shows the 'Manage My Clinic' interface. At the top, there are tabs for 'My Clinic' and 'Requests'. Below the tabs, there are three action buttons: 'Edit User Demographics', 'Change User Password', and 'Deactivate User'. The main content is a table with the following columns: Name, Login ID, E-mail, Provider?, and Last Login. The table contains four rows of user data.

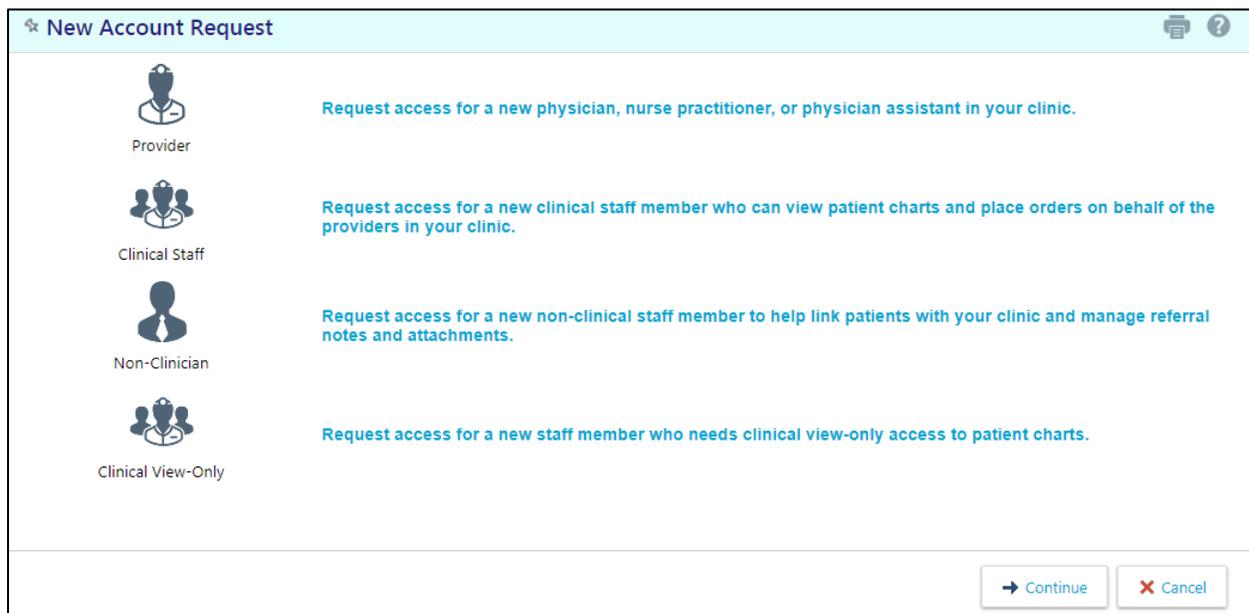
Name ▲	Login ID	E-mail	Provider?	Last Login
Bonilla, Michael	mibonill		No	11/3/2017 11:00 AM
Epiccare Link, Nurse	linkrn		No	11/3/2017 11:19 AM
Epiccare Link, Physician	linkmd		Yes	11/3/2017 11:15 AM
Test, Adam	43935	test@llu.edu	No	

At the bottom right of the interface, there is a button labeled 'Back To Utilities'.

# Request a new user in CareLink

The New Account Request page allows users to send requests for new accounts directly to an administrator's In Basket. Those messages include the information administrators need to create the requested accounts in a few clicks.

1. Select the  **Admin** tab and click **Manage My Clinic**.
  2. Select the **Requests** tab and click **+ Request New Account**.
  3. Choose the type of account you want to create. For example, to create an account for a new physician at your site, click **Request access for a new provider**.
  4. Enter the user's demographic information.
  5. In the **User group** field, select the user group to which the user should belong.
  6. Enter a comment about your request, if necessary, and click **✓ Submit Request**.
- See CareLink Access Roles with Functions to review the access that is granted with each role.
7. After the request has been processed, the Site Administrator(s) will be contacted directly to receive the new user's temporary user name and password, unless another directive has been communicated from the Site Administrator.



The screenshot shows a web interface titled "New Account Request". It features four selectable options, each with an icon and a description:

- Provider**: Request access for a new physician, nurse practitioner, or physician assistant in your clinic.
- Clinical Staff**: Request access for a new clinical staff member who can view patient charts and place orders on behalf of the providers in your clinic.
- Non-Clinician**: Request access for a new non-clinical staff member to help link patients with your clinic and manage referral notes and attachments.
- Clinical View-Only**: Request access for a new staff member who needs clinical view-only access to patient charts.

At the bottom right of the interface are two buttons: "Continue" (with a right arrow) and "Cancel" (with a red X).

**User Information**

 Name (Last,First):

**Site Information**

User group: NEWGROUP ▼

**Basic Information**

 Date of birth:

 Work e-mail:

Work phone:

User Address: Address:

City (or ZIP):

State:  ZIP:

County:

Country:

**Associated Providers: List the providers this user works with**

 Provider name:

**Other**

Comments:



You can see the status of user requests that have been submitted in the Status column on the **Requests** tab.

# Using Program Utilities

You can use the CareLink Setting options to perform a variety of account maintenance tasks, including changing your password and setting the page that appears when you first log in. You can set your preferences for notifications, to specify which event alerts you will receive.



You can also use utility options for other tasks, like determining your default patient selection method. A description of each utility appears on the Utilities page in CareLink.

## Change your password

1. Go to **Menu > Settings > Change Password**.
2. Enter your old password, then a new password, and then your new password again.
3. Click **✓ Accept**.

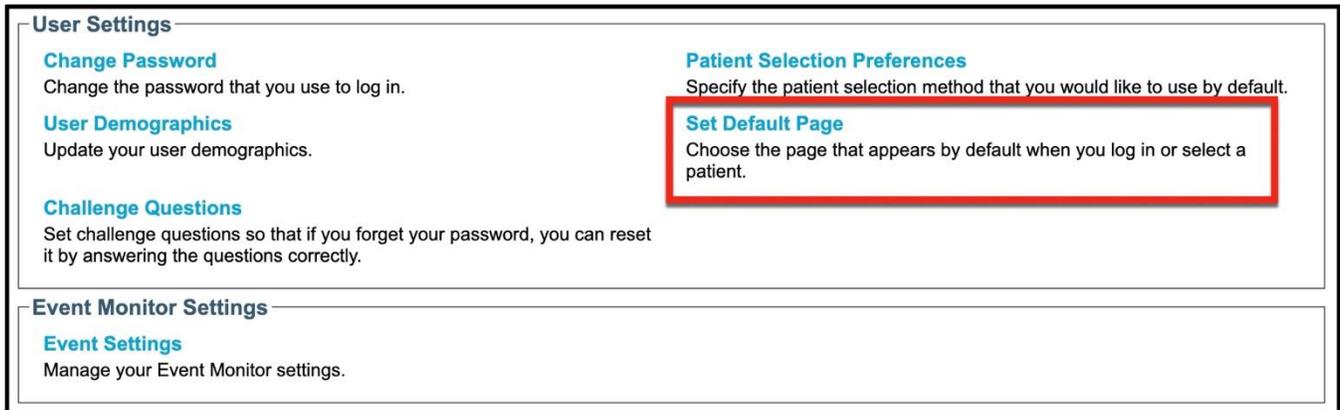
A screenshot of the 'Change Password' form in the CareLink application. The form is titled 'Settings > Change Password' and contains three input fields: 'Old password:', 'New password:', and 'Re-enter new:'. Each field has a red exclamation mark icon to its left. Below the input fields are two buttons: 'Accept' with a green checkmark icon and 'Cancel' with a red X icon.



# Change your default page

Use the Set Default Page utility to determine which page you see first when you log in to CareLink. For example, if you prefer to review your In Basket messages each time you log in, you can save time by setting your login page to In Basket.

1. Go to **Menu > Settings > Set Default Page**.
2. Go to the page that you want to set as your default page.
3. Click **Set Default Page** to set the current page as your default page.



The screenshot shows a settings interface with two main sections: 'User Settings' and 'Event Monitor Settings'. Under 'User Settings', there are four options: 'Change Password', 'User Demographics', 'Challenge Questions', and 'Patient Selection Preferences'. The 'Patient Selection Preferences' section is highlighted with a red border and contains the 'Set Default Page' option, which is also highlighted with a red box. Below 'User Settings' is the 'Event Monitor Settings' section, which contains the 'Event Settings' option.

**User Settings**

- Change Password**  
Change the password that you use to log in.
- User Demographics**  
Update your user demographics.
- Challenge Questions**  
Set challenge questions so that if you forget your password, you can reset it by answering the questions correctly.
- Patient Selection Preferences**  
Specify the patient selection method that you would like to use by default.
  - Set Default Page**  
Choose the page that appears by default when you log in or select a patient.

**Event Monitor Settings**

- Event Settings**  
Manage your Event Monitor settings.



To reset your start page to the system default, go to the Set Default Page utility and click **here to clear your default page and use the system settings instead**.

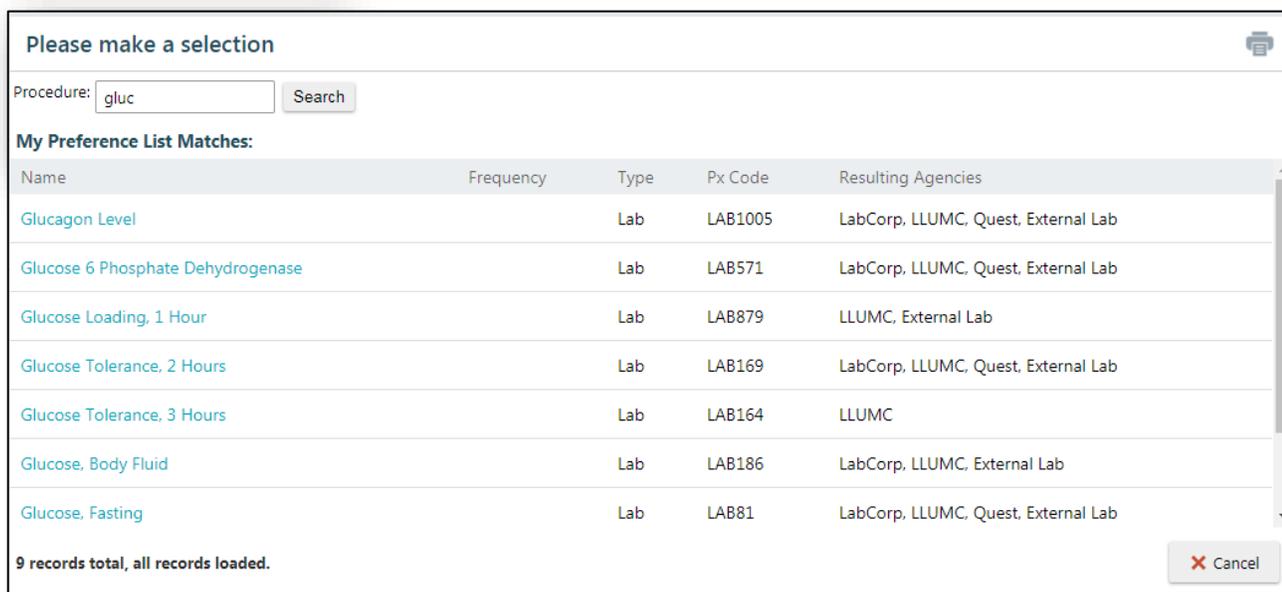
# CareLink Glossary

## Activity

Any web page that corresponds to a specific task, such as selecting a patient, reviewing a patient's results, or creating a referral. There are several different activities in CareLink, and the activities that you use depend on the tasks that you want to complete. Each activity has a name in CareLink, such as Results Review, that helps you determine the activity's purpose.

## Completion matching

Entering a partial word in a field instead of a whole word to reduce the amount of time you spend typing. For example, entering "gluc" and then pressing Enter in the **New procedure** field in Order Entry shows you all of the procedures beginning with "gluc." Since it is likely that few procedures have names that start with this letter combination, it is easy to find the procedure without typing the whole name. You can use this shortcut for any information that is stored in the database, such as procedures and other providers' names.



The screenshot shows a search interface titled "Please make a selection". At the top right is a printer icon. Below the title is a search bar with the text "gluc" and a "Search" button. Underneath is a section titled "My Preference List Matches:" followed by a table with the following columns: Name, Frequency, Type, Px Code, and Resulting Agencies. The table lists seven procedures, all of which are "Lab" type. At the bottom left of the table area, it says "9 records total, all records loaded." At the bottom right is a "Cancel" button with a red 'X' icon.

Name	Frequency	Type	Px Code	Resulting Agencies
Glucagon Level		Lab	LAB1005	LabCorp, LLUMC, Quest, External Lab
Glucose 6 Phosphate Dehydrogenase		Lab	LAB571	LabCorp, LLUMC, Quest, External Lab
Glucose Loading, 1 Hour		Lab	LAB879	LLUMC, External Lab
Glucose Tolerance, 2 Hours		Lab	LAB169	LabCorp, LLUMC, Quest, External Lab
Glucose Tolerance, 3 Hours		Lab	LAB164	LLUMC
Glucose, Body Fluid		Lab	LAB186	LabCorp, LLUMC, External Lab
Glucose, Fasting		Lab	LAB81	LabCorp, LLUMC, Quest, External Lab

## Encounter

One visit with a provider. This might include a visit type such as an inpatient stay, an office visit, or a telephone call from a patient. Encounters appear in Chart Review. When you view an encounter, you can see all of the information associated with that specific visit, including the patient's vital signs, progress notes, procedures and medications ordered during the visit, and more. Encounters are classified by date, type, and provider.

## Event

A clinically relevant business event that occurs for a patient. Events are recorded in the system at several points in a patient flow. For example, events are triggered when a patient schedules an appointment, is admitted to the hospital, cancels an appointment, has new results, etc. The urgency of events can vary. For example, a scheduled appointment for a physical might not be as urgent as an admission to the hospital.

## Field

Any place in CareLink where you can enter information. Each field has a prompt to indicate the type of information you should enter, such as **Name** or **MRN**.



The image shows a search interface. On the left, the text "Name or MRN:" is followed by a rectangular text input field. To the right of the input field is a button with a magnifying glass icon and the word "Search" next to it.

## Search All Patients

A tool that you can use to open the record for a patient with whom you do not have an established relationship. This tool might be useful in case of emergencies or at other times when you might need to access a patient's record before you've been granted access. From the **Search All Patients** section of the Patient Search activity, you are prompted to enter specific pieces of information about the patient before you can gain access to the record.

## Link

Text that you can click to access a different web page. Links appear in several places in CareLink. When your mouse pointer moves over a link, the pointer typically changes to a hand icon and the text of the link becomes underlined.

## Provider

Any person involved in patient care, such as a nurse, the patient's primary care physician, or a referring provider. Patient information in CareLink is often associated with a specific provider. For example, procedure orders are associated with the provider who wrote the orders. Similarly, when you create a referral, you can enter a referred by and referred to provider.

## Recommended field

Information that is suggested but not required.  appears next to recommended fields. You can continue to save or submit information if you do not complete recommended fields.

## Required field

Information that you are required to enter.  appears next to required fields. You cannot save or submit a form until you complete all required fields.

## Secure screen

A method for securely hiding patient information when you need to temporarily stop your work in CareLink. Click  **Secure** to secure your computer. When you are ready to continue your work, you can re-enter your password and click **Resume** to return to the same activity that you were using before you secured the screen

## Time Mark

Click  **Time Mark** in the Results Review activity to indicate that you have seen the patient's new results. When you do so, the results are no longer considered new to you. The next time you access Results Review for the patient and select the **New Results View** from the View menu, only the results that have been entered since you clicked  **Time Mark** appear. New results appear in italic font, and all other results that you indicated that you've seen appear in normal font.