Tower Health EpicCare Link Request - User Enrollment Form (for new sites)

Yellow Fields are Required

Site Information		Site Administrator	*A site administrator must be identified for each EpicCare Link Site. They must have an Active EpicCare Link account (should be on the list of requested users below)* . They will be responsible for completing site verification once a year to certify that all EpicCare Link users with access to the site are appropriate.
Site/Practice Name:		Name:	
Site Address:		Email address:	
Practice Manager / Signing Authority Name:		Phone number:	
Title / Position			
Access to Electronic Health Records Site Agreement signed? (Yes/No*)		Does your facility currently access Epic through any other organization? For example, Garden Plot, Community Connect, etc.?	

access will not be processed until signed and returned

Users List

All users requested to have a login to EpicCare Link should be added to this list.

Users will be required to login at least 1x every 60 days for their accounts to remain active . ***They will also need to be recertified on a yearly basis by the site administrator.***

Note: Providers who are credentialed to see patients at a Tower Health hospital/location should not be requested to have EpicCare Link since their Epic Access will be provided separately.

First Name (provide full name, no nicknames)	MI	Last Name	Credentials	Role	Has signed confidentiality form been collected for user? (access will not be granted until form is signed)	Email Address	Also works at a Tower Health location?	Is user employed by a 3rd party vendor contract by the site? *additional Epic approval may be
ex. Peter	*ex. A*	*ex. Raudabaugh*		*Billing / Coder*	*ex. Yes*	*peter.raudabaugh@towerhealth.org*	*ex. No*	*ex. Yes**
ex. Pedro	*ex. C*	*ex. Raudabaugh*	*ex. MD*	*Provider - ex. MD, DO*	*ex. No (access will not be granted)*		*ex. No*	*ex. No*
ex. Paul	*ex. D*	*ex. Raudabaugh*	*ex. LPN*	*Clinical Staff - ex. RN, MA*	*ex. Yes*		*ex. Yes - part time Tower LPN*	*ex. No*

Provider List for Site

Please list all providers associated with your practice regardless if they require access to EpicCare Link.
The provider list will dictate which patients will be able to be accessed in EpicCare Link by the site without manual look up with 3 identifiers. Patients who have relationships in Epic with the providers on this list will be

First Name	Middle Initial	Last Name	Credentials
ex. Peter	ex. A	ex. Raudabaugh	ex. MD
ex. Patricia	ex. B	ex. Raudabaugh	ex. PA