



## New User Access and Quick Tips

### How do I log in?

- 1 Open your web browser and go to <https://carelink.ourepic.ca/EpicCareLink-PRD/>.
- 2 Enter the user ID and password that you received for EpicCare Link.
- 3 Enter your single-use passcode.

### Navigating the basics of EpicCare Link

When you log in to EpicCare Link, several sets of navigation tools appear at the top of the page. Use the Navigation Tabs to open different activities in EpicCare Link.

Action	Basic instructions
Access your Patient's Chart	<ol style="list-style-type: none"><li>1. Click  <b>Patient</b> or from home <b>Select Patient</b> and enter the patient's name or MRN under <b>Search My Patients</b>.</li><li>2. Navigate to desired information using tabs across top of screen.</li></ol>
Place a New Order or New Referral	<ol style="list-style-type: none"><li>1. Select (hover over) the Patient tab and click <b>Order Entry</b>.</li><li>2. Select an ordering clinic and authorizing provider and click <b>Accept</b>.</li><li>3. Enter item into search field or click  <b>Preference List</b> to see a list of available orders. Select order or referral that you want to place.</li><li>4. Click <b>Accept Orders</b> to review.</li><li>5. Enter additional information. There may be required  or recommended  information prompts.</li><li>6. <b>Accept</b> and <b>sign</b> the orders.</li></ol> <p><b>Note</b> For some referrals uploading documents, such as clinic specific requisitions, may be required</p>
Referral Search and Upcoming Appointments	Using the tabs in the navigation bar at the top of the screen you can search the status of your patient's appointments, tests and procedures at the hospital
Notifications	There are multiple notifications on the home screen; you can scroll through to select the desired field. The type of notifications you receive can be customized to your preference. Please refer to the User Guide for more information.

EpicCare Link gives you access to view your patients' results, hospital visits and appointments as well as the status of your referrals and orders. Many additional features are available, as outlined the **EpicCare Link Quick Start Guide**, which is available on the EpicCare Link login page and attached here.