

## LifespanLink- Adding New Staff to Existing Site

Starting January 2023 there is a new workflow for creating LifespanLink accounts. End users will now submit a request via Link directly. This request will create an in-basket message to manage account creation.



## Start of Process- for all workflows

- 1. Site will access *LifespanLink | Lifespan*, fill out and submits the web form. \*If this step is skipped, the request will be denied\*
- 2. After submitting web form, the user will be redirected to the LifespanLink log on screen where they will log in
- 3. Go to Menu and find Account Requests.

Home	Patient	Demographics	يندر
In Basket	SnapShot	Patient Chart Advisories	
Patient List	Chart Review	Documents	Settings
Referral Search	Care Everywhere	Misc. Reports	
Schodulos	Results Review	Coverages & Benefits	Secure
Uncoming Appts - My Patients	Flowsheets	Provider Search	
Surgeon Daily	Medications	Order Entry	
Grease Board	Histories	Order Review	
Penerting	Search Chart	Referral by Member	
Catalog		Upcoming Appointments	
My Reports		Admin	
му кероно		My Groups Account Requests	

1. Click Request New Account.

Request New Account



2. Choose appropriate link to launch form. If adding an additional site administrator choose appropriate request form for site admin.



3. You will be launched into the Add User workflow.

New Site Administrator

1.	User will	choose appropriate Site Admin type:
	User Information	
	Name [Last,First]:	
	Basic Information	
	Work e-mail:	neemaligheemallorg work prone: 401-555-5555
	User Address.	Capital and address of the address o
		nourean 155 test way
		City: west warwick
		State: Rende Island V ZIP: 02893
		County: KENT
	В	Country: United States of America 👻
	Other	
	Click heffer to download	the attached form.
		Add files
		10.0 MB Total Allowed
	Comments:	
	Site Administrat	or
I	A site administrator user accounts are c	is the person responsible for maintaining a site's records. These responsibilities include verying that remot deactivating the accounted our each or are not each act when a the advantation of the accounted our each act are at the site and submitting accounted our each accounted our each act and act and submitting accounted out account
	Make this user	new user accounts. steey site must have at least one administrator. site administrator
	a.	Complete form
	b.	Click Here to download and print Site Administrator Attestation form.
	c.	Users will download, print, fill out, sign, scan and attach the form using Add Files
		Note: Electronic signatures are not accepted, your request will be denied if any documentation is uploaded with an e-signature
	d.	Check the box to show they are the Site Administrator. IMPORTANT
		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. E b must have at least one administrator.
		Make this user a site administrator
2.	Click Ve	rification.
	← Sit	te Information X Cancel Request
2	The Term	as & Conditions are listed. User colorevuladors terms, validates they are not a reliet (Decenture), and the "Decuasted h

3. The Terms & Conditions are listed- User acknowledges terms, validates they are not a robot (Recapture), and the "Requested by" field.

Verification		
	1. Site Information 2. Users 3. Verification	
Verification		
Terms and Conditions:	Inditions: LIFESPAN ONLINE PATIENT DATA ACCESS AGREEMENT ("OPDA" FOR USE BY NON-AFFILIATED USERS TO ACCESS LIFESPANLINK This Online Patient Data Access Agreement ("OPDA" or "Agreement") made between Lifespan Corporation ("Lifespan") and the individual ("Site User") or enterprise on behalf of a physician practice presents auditor.	
	I agree to the Terms and Conditions above.	
Verification:	V I'm not a robot	
• Requested by:	Karen Murphy	

4. Users click "Submit Request." This sends an in-Basket notification to the LifespanLink team to process your request.

## New Provider or Non-Clinician

## Each user will be added individually.

1.

2.

- User will choose type of user (New Provider, New Clinical Staff Member, New Non-Clinician) and complete form.
  - a. Providers will require Name, User Group, Work email and phone, NPI#, License #, License State.
  - b. New Clinical and New Non-Clinicians require Name, User Group, Work email and phone.
- User will complete form for each new employee needing Link access.
- 3. User will Submit Request. This generates in Basket message for creation of users to CSAs.

1. You will need providers - NPI and License # to complete form. Accept.

oser mormation				
🚯 Name [Last,First]:			]	
Basic Information			1	
🔒 Work e-mail:			• Work phone:	
-		]	] –	
oser rox.		]		
User Address:	Copy site address			
	Address:			
	City (or ZIP):			
	State:		~	ZIP:
	County:		~	
	Country:		~	
Credentials				
Non-U.S. credentials				
			License #:	
NPI #:			•	
NPI #:     License state:		~	Clinician title:	
NPI #:     License state:     Specialty:		~	Clinician title:	
<ul> <li>NPI #:</li> <li>License state:</li> <li>Specialty:</li> </ul>		~	Clinician title:	
NPI #:     License state:     Specialty:     Other		~	Clinician title:	
NPI #:     License state:     Specialty:     Other     Comments:			Clinician title:	

b. Clinical Staff/Non-Clinician form:

User Information		
Name [Last,First]:		
Basic Information		
🕒 Work e-mail:		Work phone:
User Address:	Copy site address	
	Address:	
	City (or ZIP):	
	State:	✓ ZIP:
	County:	~
	Country:	~
Other		
Comments:		
		✓ Accept Cancel

2. LifespanLink team will notify you via email when the account(s) are created – along with temporary login credentials