

# EpicCare Link - Quick Appointment

Overview: This reference guide demonstrates the workflow to self-schedule School Telehealth consult and search for a After Visit Summary utilizing the EpicCare Link portal.

<u>Please note</u>: You may also call 1-844-483-5363 to assist with scheduling a consult and receiving a AVS via a secured email, if preferred. Self-Scheduling and printing the After Visit Summary through this portal is *optional*.

Upon login to the EpicCare link for the first time, you will be required to set-up a security feature that will request you to receive a text message each time you access the portal. This is a one-time setup.



You can re-send the code or reset authentication on another cellular device - shown in the last screen.





1. To schedule a consult, click on the Schedule Appointment Icon



a. Under **Quick Appointment** tab > **Search All Patients** tab enter (*Last name, First name*) and the patient's Date of Birth (*mm/dd/yyyy*).

b. Select Search

children'shealth?	Home In Basket Patient List Patient	■ Menu	C Log Out
	SnapShot Quick Appointment		
	Patient Search	-	0
	🕮 Search My Patients		
	Search All Patients		
	Please fill out the required fields to gain access to a patient/member. Enter the full name as LastName FirstName (example: Doe John) and either the patient's Medical Record Numl	ber o <mark>r Da</mark>	te
	or bitrin (http://doi.yyyy), it you are unable to obtain access to the desired patient record, please contact i		
	Name: zzztestjernj x A MRN:		
	Birthdate: 1/1/2010		
States in	P Search & Clear		

 The search will return all patients with that name and date of birth combination. Additional information such as Legal Sex, Street Address and SSN will help to determine the correct patient if there are duplicates. Select the correct patient.

a. If unsure of the correct patient, contact the scheduling team at 1-844-483-5363 for

assistance.

Sea	arch Results						
1 pat	Name: zzztesi Birthdate: 1/1/ ient matches the	t <b>,jerry</b> 2010 : search criteria above.					
	Match 🔻	Patient Name	MRN	Birth Date	Legal Sex	Street Address	SSN
۲	30.00	ZZZTEST, JERRY	89010213	1/1/2010	м		xxx-xx-9999
lf you your	i need help findi site administrato	ng your patient, please co r.	ontact	Select Select the to my list	patient and add	Go b: criter	<b>:el</b> ack and modify search ia



**Please note:** The patient search will only return <u>EXISTING</u> Children's patients. If a search produces no results, call 1-844-483-5363 to create a <u>NEW</u> patient record and to schedule the appointment. Proceed to Cancel.



3. Enter a Reason > Treatment Relationship and select Accept. Comments are not required.



4. A Snapshot of the patient's chart will appear, select Quick Appointment

Home In Basket Patient List	Zzztest, Jerry	E Menu
	SnapShot Quick Appointment	
	☆ Patient SnapShot	23 e
	E SnapShot After Visit Summary II Immunizations I Pa	tient's Med List 🛛 Visit Orders
Jerry Zzztest		
Male, 10 y.o., 1/1/2010	📼 Demographics	Immunizations/Injections
MRN: 89010213	Jerry Zzztest	None
Care Team: No BCP	10 year old male 1/1/2010	
Care ream. No r Cr	Comm Pref: 🕎	e Problem List
ALLERGIES Not on File		None
ACCESS ENDS	R Preferred Pharmacies	A Health Maintenance
10/11/2020	None	None
	Preferred Labs	Medical History
	None	None
	Allergies	Z Surgical History
	Not on File	None



#### 5. Under the Quick Appointment tab, select **Telemedicine**.

Aome	in Basket	<b>Patient List</b>	Zzztest, Jerry		
	-		SnapShot	Quick Appointment	
	X		☆ Quick A	Appointment	
			Choose belo	ow from the set of precon	igured appointments. Selecting one will automatically show you a list of th
Jerry Male, 10	Zzztest	)10	Appointment	S A	Description
MRN: 89	9010213		Telemedicine		
Care Tea	am: No PCP				
ALLERGIN Not on I	ES File				

- 6. School Telehealth Providers will be listed below with available times.
  - a. Select an appointment time that is **at least 20 minutes prior** to the start of the appointment to allow for the staff and provider preparation.

													Menu
apShot	Quick App	pointment	t and							637.6			
Make Ap	pointme	ent											6
View More	Times												
lect the an	nointment's	start time	from below	w to sched	ule the anr	ointment							
lect the ap	Jointinent s	start time	nom beior	w to scheu	uie trie app	Jointinent.							
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Telemedi	cine												
Telemedi Instructions	cine Please allo	ow at least	20 minutes	s prior to th	e start of th	ne appointm	nent time fo	r provider p	preparation				
Telemedi Instructions	icine :: Please allo	ow at least	20 minutes	s prior to th	e start of th	ne appointm	nent time fo	r provider p	preparation				
Telemedi Instructions Melanie	cine Please allo Wyatt-Bit: 8:20a	ow at least	20 minutes	s prior to th HEALTH	e start of th	ne appointn	nent time fo	r provider p	preparation	12-20n	12:40n	1-00p	1-20n
Telemedi Instructions List of the second Melanie 8:00a 20 min	cine Please allo Wyatt-Bit: 8:20a 20 min	ow at least 2020 zer, PNP i 8:40a 20 min	in MG TELEH 9:00a 20 min	s prior to th HEALTH 9:20a 20 min	e start of th 9:40a 20 min	ne appointn 10:00a 20 min	nent time fo 10:20a 20 min	r provider p 10:40a 20 min	preparation	12:20p 20 min	12:40p 20 min	1:00p 20 min	1:20p 20 min
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Melanie 8:00a 20 min 1:40p 20 min Mary Th	Cine Please allo Wyatt-Bit: 8:20a 20 min 2:00p 20 min eresa Gren	ow at least 2000 2er, PNP i 8:40a 20 min 2:20p 20 min mp, PNP ii	in MG TELEH 9:00a 20 min 2:40p 20 min	s prior to th HEALTH 9:20a 20 min 3:00p 20 min EALTH	e start of th 9:40a 20 min 3:20p 20 min	10:00a 20 min 3:40p 20 min	10:20a 20 min 4:00p 20 min	r provider p 10:40a 20 min	11:00a 20 min	12:20p 20 min	12:40p 20 min	1:00p 20 min	1:20p 20 min
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Melanie 8:00a 20 min 1:40p 20 min Mary Th 8:00a 20 min 1:40p	cine : Please allo Wyatt-Bit: 8:20a 20 min 2:00p 20 min eresa Gren 8:20a 20 min 2:00p	ow at least 2 2020 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	20 minutes in MG TELEH 9:00a 20 min 2:40p 20 min 9:00a 20 min 2:40p	s prior to th IEALTH 9:20a 20 min 3:00p 20 min EALTH 9:20a 20 min 3:00p	9:40a 20 min 3:20p 20 min 9:40a 20 min 3:20p	10:00a 20 min 3:40p 20 min 10:00a 20 min 3:40p	10:20a 20 min 4:00p 20 min 10:20a 20 min 4:00p	r provider p 10:40a 20 min 10:40a 20 min	11:00a 20 min 11:00a 20 min	12:20p 20 min 11:20a 20 min	12:40p 20 min 11:40a 20 min	1:00p 20 min 12:00p 20 min	1:20p 20 min 1:20p 20 min



# 7. Under Appointment Details complete

- a. Appointment Notes: chief complaint, campus, and district
- b. Select Make Appointment

Zzztest, marine and a second sec	Menu Log Out
SnapShot Quick Appointment	
☆ Make Appointment	ē 0
Appointment Details You have chosen to create an appointment for Zzztest, ( IWYATT-BITZER, MELANIE [407596] in MG TELEHEALTH [51039050] on 9/4/2020 at 11:00 AM for 20minutes. Additional Information Referring Provide: Appointment notes: Beltline Elem- Tytocare Sore throat Cancel	

### The **Appointment Confirmation** screen will appear when the visit is successfully scheduled.

	SnapShot Quick Appointment				
X	Appointment Confirmatio	n			<b>ē</b> 0
Jerry Zzztest Male, 10 y.o., 1/1/2010	The appointment for Zzztest, Jerry w scheduled successfully. If possible pla	ith WYATT-BITZER, MELANIE [407596 ease print the report below and give	6] in MG TELEHEALTH [5103905 it to the patient.	50] on 7/27/2020 at 11:00 AM for 20mi	nutes was
MRN: 89010213	Appointment				7/27/2020
Care Team: No PCP	Jerry Zzztest   MRN: 89010213				
ALLERGIES	Patient Information				
Not on File	Patient Information				
ACCESS ENDS 10/11/2020	Patient Name Zzztest, Jerry	Sex Male	DOB 1/1/2010	SSN xxx-xx-9999	
	Appointment Information	on			
	🛱 Visit Information				
	175172020 11:00 AM	Melanie Wyatt-Bitzer, PNP	Loca Medi	tion ical Group Telehealth	
	Appt Status Scheduled				
	Patient Instructions				
	Driving Directions Medical Group Telehealth The specialty center parking lot is I proceeding to the clinic.	ocated directly in front of the specialty ce	enter. You will need to stop at the k	xiosk or Central Registration desk in the lob	by before



#### EpicCare Link - After Visit Summary

To Print an After Visit Summary (AVS), follow these steps:

- 1. Login to EpicCare link
- 2. Select View In Basket icon
- 3. Under My Messages select Coc's Charts or Pt Reports > patient's name
- 4. Select Message or More Info to review summary
- 5. To print, select the printer icon to the right in the middle of the screen
- 6. Selecting Done will permanently delete patient information



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