# 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.
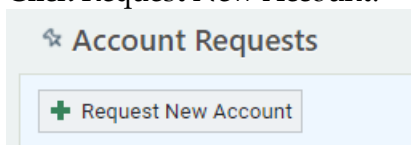
## Start of Process- for all workflows

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.
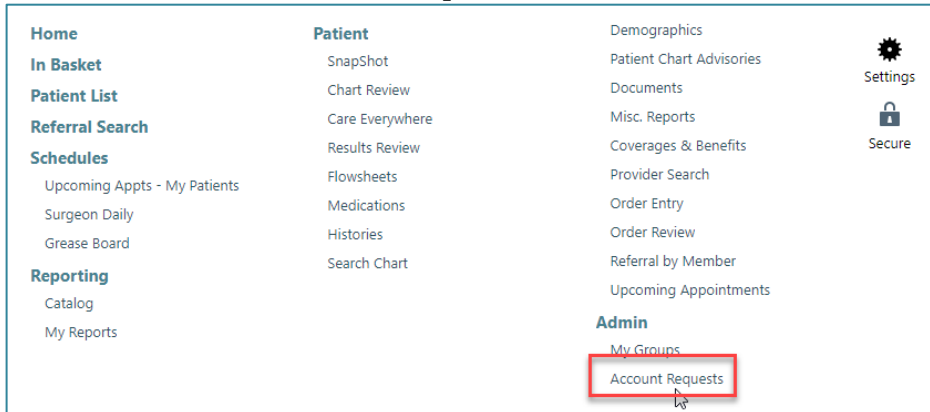
1. Click Request New Account.

2. Choose appropriate link to launch form. If adding an additional site administrator choose appropriate request form for site admin.
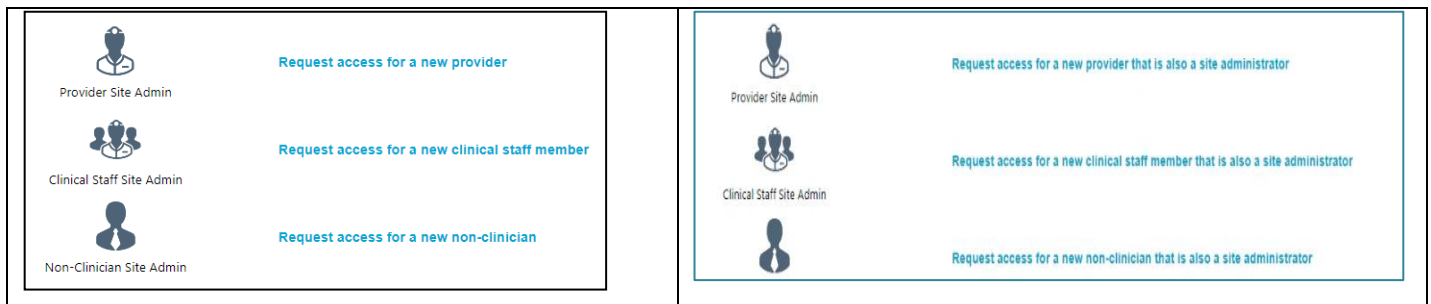
3. You will be launched into the Add User workflow.

New Site Administrator

1. User will choose appropriate Site Admin type:

   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 These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts.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____ must have at least one administrator.

   ☑ Make this user a site administrator

2. Click Verification.

   ← Site Information   → Verification   ✗ Cancel Request

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: 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, research auditor

   ☑ I agree to the Terms and Conditions above.

   Verification: ✓ I'm not a robot   reCAPTCHA Privacy - Terms

   ❗ Requested by: Karen Murphy

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

Each user will be added individually.

1. 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.
2. 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.
    a. <u>Provider form</u>

    b. Clinical Staff/Non-Clinician form:

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