

Security External Forms Application

EpicLink-External Coordinator Workflow

Accessing Application

The Security External Forms application is a single destination to access many external security forms for Norton Healthcare. An internal coordinator from Norton Healthcare will send an invitation to you to create an account to use the application.

Upon creation and confirmation of your account you will use the following link to access the application:

<http://securityexternalaccessrequest.nortonhealthcare.org/Account/Login>

The dashboard will allow you to create invitations for new users and quickly check on that status of user requests.

NORTON HEALTHCARE larsar23@gmail.com Log off

Coordinator ▾

Users Create Invitation

Drag a column header and drop it here to group by that column

First Name	Last Name	Email	Organization	Form	Status	Actions
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10 Items per page No items to display

Send User Invitation

To begin, click Create Invitation or click on Coordinator and select Create Invitation:

NORTON HEALTHCARE Log off

Coordinator ▾

Create Invitation

Users

Create Invitation

Select Form

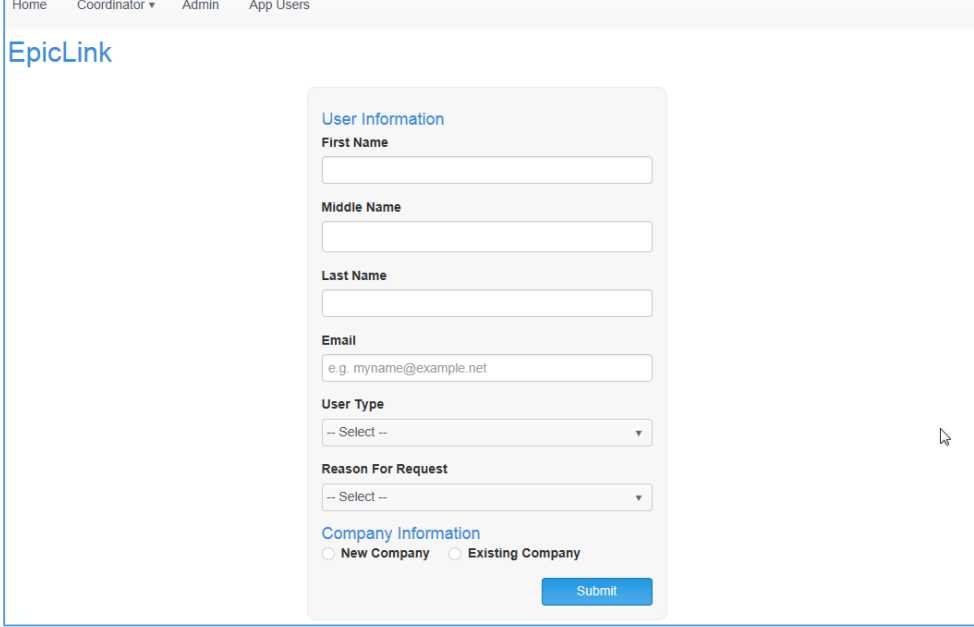
– Select – ▾

Create

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1. Choose EpicLink from the dropdown list
2. Click the Create button



The screenshot shows a web application interface for creating a user. At the top, there is a navigation bar with links for 'Home', 'Coordinator', 'Admin', and 'App Users'. The main content area is titled 'EpicLink' and contains a form with the following sections:

- User Information:** Includes input fields for 'First Name', 'Middle Name', and 'Last Name', and an 'Email' field with a placeholder 'e.g. myname@example.net'.
- User Type:** A dropdown menu with the option '-- Select --'.
- Reason For Request:** A dropdown menu with the option '-- Select --'.
- Company Information:** Two radio buttons for 'New Company' and 'Existing Company'.
- A blue 'Submit' button at the bottom right of the form.

3. Enter the user's First Name, Middle Name (optional), Last Name, and email address where the invitation will be sent
4. From the User Type dropdown, select the type of EpicLink user that most closely matches the user's role. The options are: Provider, Clinical Staff, Non Clinical Staff, Research Monitor, Release of Information, and Case Management.
5. From the Reason for Request dropdown, select the type of work that most closely matches what type of responsibilities he or she has for their organization. The options are: Case Management, Continuity of patient's medical care, Medical billing/collections, Release of Information, and Research.
6. For Company Information choose "New Company" if this is the first request for this organization. Otherwise choose "Existing Company" to have the organization name and address completed. **Please use the full legal name of your organization.**
7. If "New Company" is selected, the name and all address fields are required
8. If "Existing Company" is selected, choose the matching company from the drop down to automatically have the organization information added to the request.
9. Click Submit

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The end user will receive an email with a link to the following form for completion and agree to the Terms of Service:

Epic Link Form Invitation

User Information

First Name
Jennifer

Last Name
Roiform

Email
test1.omar@nortonhealthcare.org

User Type
Release of Information

Date Of Birth
MM/dd/yyyy

Phone Number
(999) 999-9999

Have you ever had a Norton Healthcare Computer ID?
-- Select --

SSN
999-99-9999

Check this box if you do not have SSN#

Terms of Service
success and the privacy of our patients depend on the protection of this information against theft, destruction, or disclosure to outside interests. Individuals may be required to operate Norton Healthcare computer equipment and/or software systems

The form will be routed to Approvers for review before being sent to Security for provisioning.

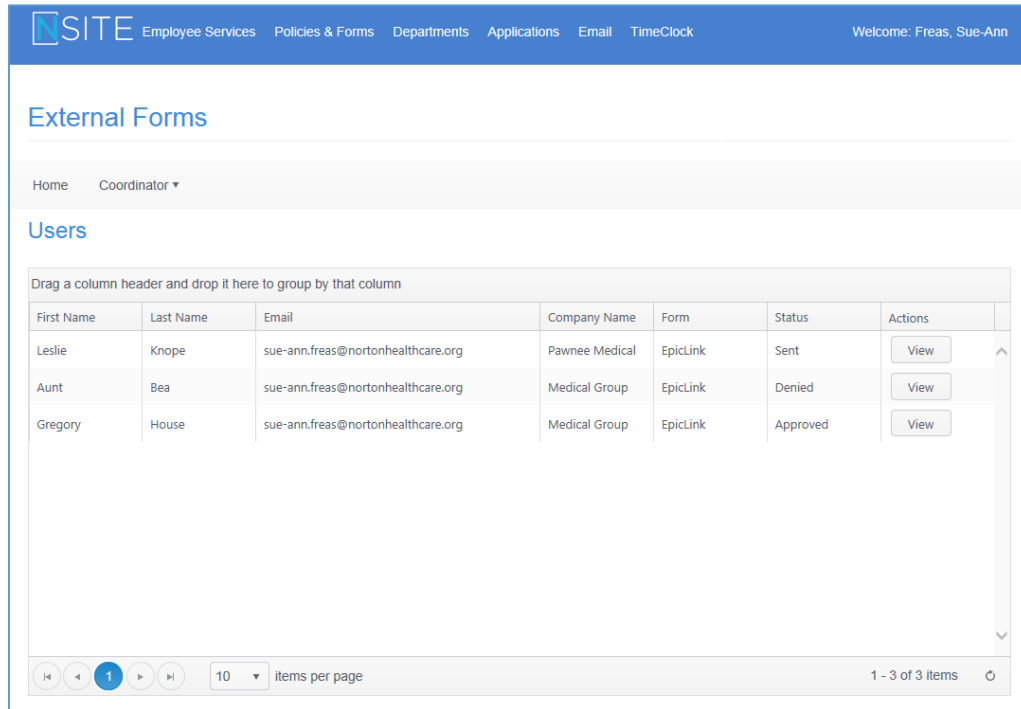
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[View List of your User Invitations](#)

You can check the status of any user invitations that you have sent. If a user request has been denied, you can find that, too.

From the dashboard or from the top menu select “Users List” to bring up the list of users to whom you have sent EpicLink access request forms.



The screenshot shows the 'External Forms' section of the SITE application. The top navigation bar includes 'Employee Services', 'Policies & Forms', 'Departments', 'Applications', 'Email', and 'TimeClock'. The user is logged in as 'Freas, Sue-Ann'. The main content area is titled 'External Forms' and shows a breadcrumb trail 'Home > Coordinator'. Below this is a 'Users' section with a table of user invitations. The table has columns for First Name, Last Name, Email, Company Name, Form, Status, and Actions. There are three rows of data, each with a 'View' button in the Actions column. At the bottom of the table, there is a pagination control showing '10 items per page' and '1 - 3 of 3 items'.

First Name	Last Name	Email	Company Name	Form	Status	Actions
Leslie	Knope	sue-ann.freas@nortonhealthcare.org	Pawnee Medical	EpicLink	Sent	View
Aunt	Bea	sue-ann.freas@nortonhealthcare.org	Medical Group	EpicLink	Denied	View
Gregory	House	sue-ann.freas@nortonhealthcare.org	Medical Group	EpicLink	Approved	View

To view the contents of a given request, click the View button. By default, this view is sorted so the most recent item is on top. You can change the sort order by clicking on a column header.

Possible statuses of User Invitations are:

- *Sent* – the Coordinator has filled out the 1st part; an email has been sent to the user for the 2nd part
- *Signed* – the User has filled out the 2nd part; the Approver has the information they need to Approve or Deny the request
- *Approved* – the Approver has approved the request and sent it on for the Security team to provision
- *Denied* – the Approver has found an issue with the request. You can see the reason for denial by clicking the View button for that User. If they need to correct something and resubmit, they will need to a new invitation sent to them so they can complete a new form.