



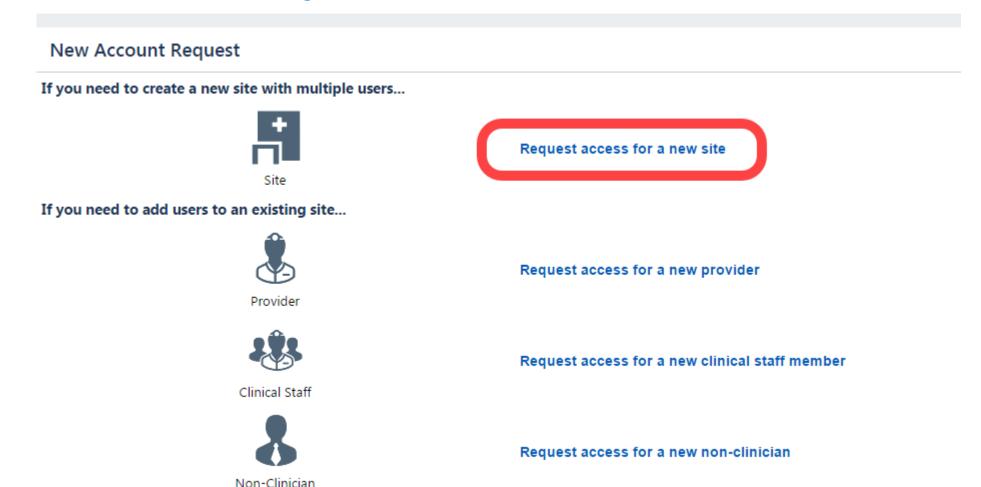
Gaining Access to Healthy Planet Link

Click on the link to access <u>Healthy Planet Link</u>. Bookmark this site in your browser.



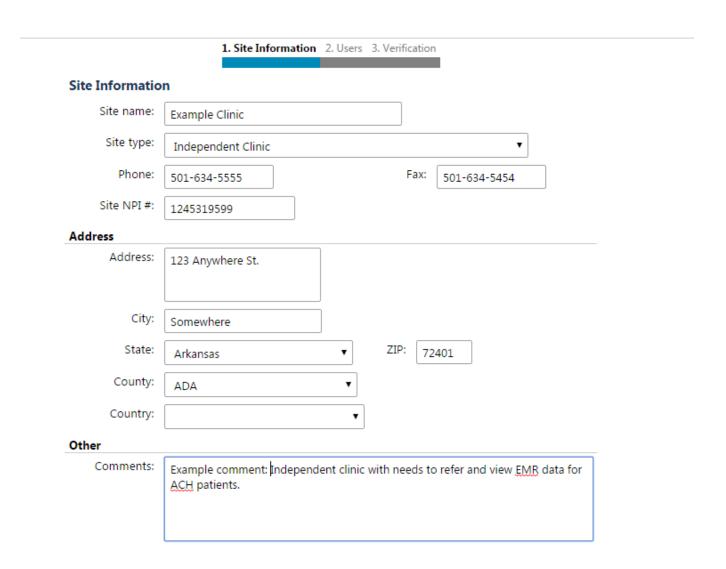
Click Request New Account

Click "Request access for a new site".



Note: If you are an established site already, skip to page 5 and complete the user request forms.

Complete the "Site Information" form.



Next, complete a form for each user type that needs access: Provider, Clinical support staff (RN/LPN), or Non-Clinicians (Front desk staff/Referral coordinators).

New Account Request ▶ Site ▶ Users ▶ Add User

Please choose one of the following options to add a user to your site



Provider



Clinical Staff

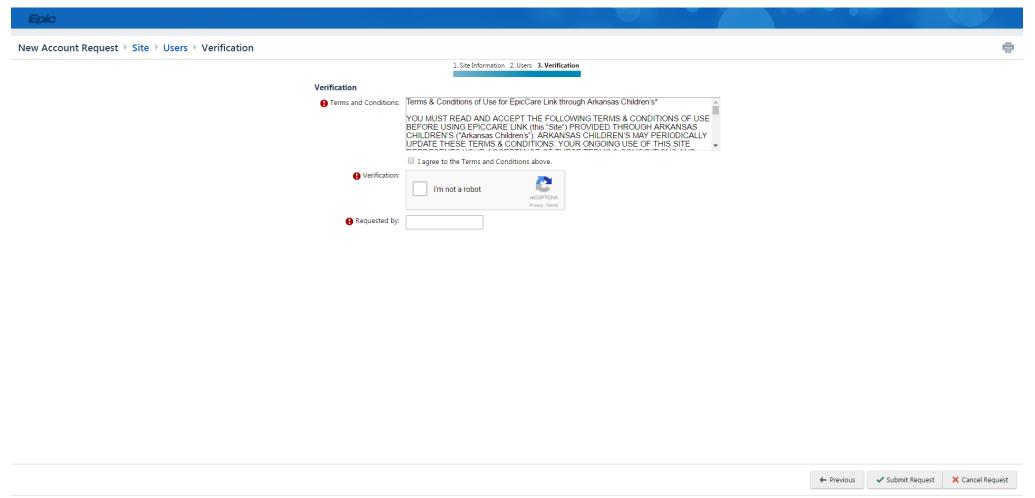


Request access for a new provider

Request access for a new clinical staff member

Request access for a new non-clinician

After all users have been requested, click the "Verification" button. Read the Terms and Conditions and complete all required fields.



Once the request has been submitted, please print your confirmation page. An Arkansas Children's Physician Liaison will contact you once your account has been created.

Thank You for Submitting Your Account Request

Please print this page as your account request confirmation. It can take up to 3 days for our administrators to review your information. We may contact you if we have additional questions. In the event that you still haven't heard from us, please call us at the number listed below.

What To Do Next?

- Within the next few days, a member of the Arkansas Children's Physician Services
 Team will email you at the email address provided. The following information will be
 provided:
 - How to access Healthy Planet Link
 - Login information
 - Site and user verification instructions
 - Training information
- If you have questions or an urgent need to access patient information, please email HensonSA@archildrens.org or call 1-800-777-7700 to talk to our Physician Services staff

Sincerely,

Healthy Planet Link Team