Accessing Documentation EZLink On-Line

1) Enter the following address into your web browser:
   https://healthcare.covisint.com/portal/private/mdch
2) Enter your username and password.
3) Click the Login button.
4) Select **Documentation EZLink** from the menu on the left side of your screen.

Finding or Creating a Patient Record

1) Click on the **Lookup** menu.
2) Select **Patient**.
3) Type in a few letters of the patient's last name.
4) Click the Search button. If the patient record exists in Documentation EZLink it will appear at the bottom of the screen. Click on the patient name in the resulting list to open the patient record.
5) If the patient record does not appear a new record must be created. Click on **New**. The minimum information required to create a patient is the last name, first name and date of birth. Fill in the remaining information if you have it.
6) Click the Save button.

Adding an Electronic Document to a Patient Record

1) Select **Documents**. Click on the **Add Documents** menu.
2) Select **Add by Print Job**.
3) Name the document based on the consent type form name. (Steri or Hyst)
4) Select the **MDCH Consent** Category and fill in all of the required information.
5) Click the Print button.
6) The **Print Now** window must remain open until you have printed the document. Open the program containing the document you wish to attach to the patient record.
7) Print the document.
8) Select the **ProviderLink Printer**.
9) Click the Close button.
10) Switch to the **Print Now** window.
11) Select Close.
12) The document is now attached to the patient record. Note the **Type** shows **Print**.

Adding an Paper Document to a Patient Record

1) Select **Documents**.
2) Click on **Add Document**.
3) Select **Add by Fax**.
4) Name the document based on the consent type form name. (Steri or Hyst)
5) Select the **MDCH Consent** Category and fill in all of the required information.
6) Click the Print button.
7) Select **Close**.
8) Place the printed Fax Cover Page on top of your paper document.
9) Fax it to the number listed at the top of your Fax Cover Page.
10) The document is now attached to the patient record. Note the **Type** shows **Fax**.

Sending Documents to MDCH

1) Click on the **– Select a Quick Lookup –** drop down list.
2) Select **MDCH – MDCH Consent Forms - Online**.
3) From the patient record select **MDCH – MDCH Consent Forms.**
4) Click the Browse button and select the desired documents from the list. Once selected the documents will appear in the **Documents to Attach:** area.
5) Enter the type of document (Steri or Hyst) you are sending to MDCH followed by your Billing NPI number.
6) Add text in the **Message** area if you have special instructions for CHSCS.
7) Click the Send button.
8) Click **Intake** in the **Work Lists Linked to this Patient** area.
9) Click the Remove button.
10) Click the Save button.

Tracking Messages

1) Click on History Items.
2) If there is information in the Read column, MDCH has read the message.

Reading and Replying to Messages from MDCH

1) Click on the red number in the **Unread** column.
2) Click on the subject of the message.
3) Read the response from MDCH and take any appropriate actions.
4) Click on the patient's name to return to the Patient Information screen.
5) Resolve any issues identified by MDCH.
6) Click on **History Items**.
7) Click on the subject of the message from MDCH.
8) Click Reply.
9) Attach any additional documents by clicking the Browse button and selecting from the resulting list.
10) Enter the text of any message you would like to send to MDCH.
11) Click the Send button.
12) Click on the patient name.
13) Click **Intake** in the **Work Lists Linked to this Patient** area.
14) Click the Remove button.
15) Click the Save button.