

WakeHealthLink

How to Get WakeHealthLink Access

Go to:

www.WakeHealth.edu/Link

In this section, you are given step-by-step instructions on how to apply for access to WakeHealthLink, and you will be able to download the required documents needed.

What to do:

- ▶ Download and print the site/user agreement document.
- ▶ Complete and sign the site agreement (labeled Exhibit A).
- ▶ Complete and sign a user agreement (labeled Exhibit B) for each user at your practice who needs WakeHealthLink access. Make copies of Exhibit B (pages 8 and 9).
- ▶ The Site Administrator must also fill out and sign a user agreement (Exhibit B).
- ▶ Click the link for a User Request Form. This will open or download a form for setting up a user ID and password for each user. If you receive an alert asking if you want to open or download the document, choose to open. NOTE: If you are using Mozilla Firefox as your browser, you may have to open the form from the "Downloads" folder.
- ▶ Type each user's information into the fields, print the form and have each user sign the individual information section. Each User Request Form holds information for up to four users. For more than four, download a blank form and complete it—including practice information (Part 1 of the User Request Form) for each form completed.
- ▶ Print the completed form and get signatures for each user. Save the form for your records.
- ▶ **Please do not fill out this form by hand.** The only handwriting on the form should be signatures and dates.
- ▶ Fax all signed documents to 336-713-5465.

Once a user ID and password are generated for each user, we will send them to you.