

Updating Program Settings

You can use the EpicCare Link settings options to perform a variety of account maintenance tasks, including changing your password and setting the page that appears when you first log in. In addition, you can choose to receive email notifications at an external email address when you are granted access to a patient. You can set your preferences for these notifications, as well as specify the email address at which you'd like to receive them.

NOTE: You can change settings for other tasks, like determining your default patient selection method. A description of each setting appears on the "Settings" page in EpicCare Link.

Change your password

1. Go to **Menu > Settings > Change Password**.
2. Enter your old password, then a new password, and then your new password again.
3. Click **✓ Accept**.
4. You must also set up some challenge questions to help keep your account secure.

Set up your email preferences

1. Go to **Menu > Settings > User Demographics**.
2. In the **User Information** section, enter your email address, title, degree, languages, and specialties, if applicable. The fields that appear depend on your user role.
3. In the **Receive e-mail notifications** field, indicate whether you want to receive notifications for unread In Basket messages at your specified email address.
4. In the **Days between e-mails** field, enter the number of days you want to wait between notification emails.
5. In the **Receive notifications for group events** field:
6. Select **Yes** to receive email notifications about all patient events for the provider groups you belong to.
7. Select **No** to only receive email notifications about patients you specifically have access to.
8. Click **✓ Save**.

Change your default login page

1. Go to **Menu > Settings > Set Default Page**.
2. Go to the page that you want to set as your default page.
3. Click **Set Default Page** to set the current page as your default page.

NOTE: To reset your default page to the system default, go to the Set Default page and click to clear your default page and use the system settings instead.

Set up text notifications

You can receive text notifications when you receive specific types of In Basket messages. For example, you might want to receive a text when you have a new In Basket message about a patient being discharged from the hospital.

1. Go to **Menu > Settings > Text Notifications**.
2. Select the check box for each type of message you want to receive text notifications for.
3. Enter the phone number that you want to receive the text messages.
4. Click **✓ Accept**.

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