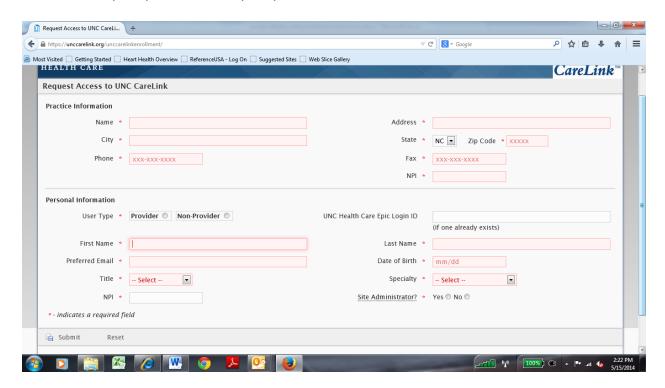# UNC CareLink™

How to Enroll in UNC CareLink

UNC CareLink currently gives you access to information at UNC Hospitals and Chatham Hospital and beginning June 20, 2014 to Rex Hospital.

1. Click: unccarelink.org

2. Click the **"Request new account"** hyperlink that is below the Log In button.
(Note: If you have UNC Epic Hyperspace, please do not request a UNC CareLink account. This will disable your UNC Epic Hyperspace access.)

3. You will be prompted to enroll your practice on this screen:

4. Enter your **Practice Information**. (If requesting multiple users, you will only need to enter this information one time).
- Practice Name
- Address
- City, State and Zip Code
- Phone: Format xxx-xxx-xxxx
- Fax: this should be the number where medical records are faxed with the format xxx-xxx-xxxx

- Practice NPI number

5. After entering Practice Information, you can request user accounts for your practice in the **Personal Information** area.

Complete all of the fields in **Personal Information**.
- User Type: **Provider** – MDs, PAs, NPs, etc. or **Non-Provider** – any clinical or administrative staff needing access
- UNC Health Care Epic Login ID: this should be left blank unless the user has a UNC or Rex Health Care Epic Login ID and they actively use Epic in the hospital.
- First Name
- Last Name
- Preferred Email: each user must provide their own individual email address and should be one at which the user will want to receive system notifications.
- Date of Birth: month and day only in xx/xx format
- Title
- Specialty
- NPI (only for providers)
- Site Administrator: Each site must have at least one Site Administrator user. The Site Administrator will have additional security and responsibility within UNC CareLink. These users will have the ability to reset user passwords, request new user accounts and deactivate users who no longer work at the practice.

After completing the Personal Information, click the "Submit" button in the bottom left corner. The screen will clear the Personal Information field while leaving the Practice Information field populated.

6. Enter information for next user and follow steps 4 and 5 above.

7. After you complete the enrollment process, UNC CareLink will process the information you have submitted and forward a log-in name and password to the individual users at the email addresses provided within a couple of weeks of enrollment.

If you have any questions regarding enrollment in UNC CareLink, contact us at UNCCareLink@unchealth.unc.edu

Thank you for enrolling in UNC CareLink!