

Boston Children's Clinician Link Registration Guide

Follow the steps below to register for Boston Children's Clinician Link:

<u>Please Note:</u> If your organization **already has a site registered** with Boston Children's Clinician Link and you're looking to **add new users**, please contact your Site Administrator. If you do not know who your Site Administrator is, please contact us @ <u>BCHClinicianLink@childrens.harvard.edu</u>

- 1. Open Boston Children's Clinician Link webpage <u>clinicianlink.bostonchildrens.org</u>
 - From the home page select "Request New Account"

	powered by	
11	Boston Children's Hospital Where the world comes for answers	A MARINE
	User ID Password	No the
	LOG IN Forgot password? Request New Account	1
100		-

- 2. Select the appropriate new account request option based on your organization.
 - If your organization does not currently have access to Boston Children's Clinician Link select "Request a new site".



- * Only the Research Monitors User Type can utilize the "Add a user to an existing site" functionality.
 - 3. Once you have selected the "Request a new site", complete the "Site Information" form.



• All items with the red stop sign are required.

	1. Site Information 2. Users 3. Verification
Site Information	
Site name:	
🔥 Site type:	~
Phone:	A Fax:
Site NPI #:	
Address	
Address:	
🚯 City:	
🚯 State:	✓ (€ ZIP:
County:	~
Country:	~
Other	
Comments:	

4. Once you have completed the Site Information form, you will be prompted to start adding users.
You will need to select the user type for each user at your organization that will access Boston Children's Clinician Link.

.hoose	a type of user to create:
Provid	er
Reque	st access for a new provider
Clinica	l Staff
Reque	st access for a new clinical staff member
Non-O	linician
Reque	st access for a new non-clinician
Schoo	l Nurse
Reque	st access for a new school nurse
Deten	tion Center Clinician
Reque	st access for a new detention center clinician
Psych	'Social Professional
Reque	st access for a new psych/social professional
Stude	nt Health Services Clinician
Reaue	st access for a new student health services clinician

- 5. Complete the User Information form of the New Account Request.
 - Different types of users will require different demographic information before they can be registered. (*The example below is of an account request for a Provider accessing Clinician Link*)

User Information	
🚯 First name:	
🔥 Middle name:	
🚯 Last name:	
🚯 Work email:	
Basic Information	
This provider does	n't need to log into this application. Add the provider to this site, but don't create a login account.
Work phone:	User Fax:
User Address:	Copy sile address
	Address:
	O City:
	State:
	County:
	Country:
Credentials	
Non-U.S. credentia	als
🨫 NPI #:	license #:
License state:	Clinician title:



• Repeat steps 4 & 5 until you have added ALL users at your organization that will require access to Boston Children's Clinician Link.

New Account Request ▶ Site ▶ Users				
	1. Site Information 2.	Jsers 3. Verificatio	20	
Users				
+ Add ≠ Edit - Delete				
Name	User Type	NPI	Email	Site Administrator
O Link, Boston Childrens Clinician	Non-Clinician		example@email.com	Yes

6. You will be <u>required</u> to identify at least one user that will serve as your "Site Administrator" but we recommend having at least 2 Site Administrators.

Site Administrator
A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.
□ Make this user a site administrator

- 7. Once this process is completed, the Site Administrator will receive an email asking to verify their email address. Once the email address is verified, another email will be sent to the Site Administrator containing a reference code.
- 8. Once provisioned by BCH, the Site Administrator will receive an email with instructions to create their and the other users from their sites initial password using the reference code.

Please reach out to <u>BCHClinicianLink@childrens.harvard.edu</u> if you have any questions.