

## Signing up for MemorialCare Link

Use the following link: <http://www.memorialcare.org/physician/memorialCareLink/>

1. Click on “add or edit account” button:

ADD/EDIT Account Requests	MemorialCare Link Training	MemorialCare Link Login
<p>If you'd like your office to have MemorialCare Link access, or you'd like to change your existing MemorialCare Link account, click the button below.</p> <p style="text-align: center;"><input type="button" value="ADD or EDIT ACCOUNT"/></p>	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Log In"/></p>	<p>Already have your MemorialCare Link User ID and Password?</p> <p style="text-align: center;"><input type="button" value="Go to Login Page"/></p>

2. Select ‘No’ if your office is not currently on MemorialCare Link or no one in your office attended the Live Training.
3. Select ‘Yes’ if your Office is on MemorialCare Link or someone has attended the MemorialCare Link Live Training

**CURRENT MemorialCare Link Customer?**

Does your office currently have access to MemorialCare Link?

Yes - and I want to add, remove or modify users

No - there is no one in our office with MemorialCare Link access

4. Specify if you are a Billing Company?

**BILLING COMPANY?**

Are you a **Contracted EXTERNAL** Billing company for a physician practice?

Yes  No

5. Complete the form to provide your practice information and then select **Submit**:

**STEP 2: Practice/Office Info**

\* Fields in yellow are required

Practice/Company Name:

Street Address:  Suite:

City:  State: CA Zip:

Office Main Phone:  -  -  Ext.

Office Main Email:

Group Tax ID:

6. Designate a Site Admin who can managed your clinic, complete form, then select **Submit**:

**STEP 3: Site Admin: Main Contact Person For This Account**

\* Fields in yellow are required

Site Administrator Role Responsibilities:

- They are usually the office manager or supervisor
- They are the central point of contact for your account
- Should be available to all staff during normal business hours
- They will be able to reset passwords for all staff

The Site Admin will automatically be added as a user for this account.  
**Do NOT list again in the End User section.**

If you need to add additional Site Admin, you may do so later from the Additional Users section.

First Name:

Last Name:

Phone:  -  -

Extension:  \*Max 6 digits

Email:

\* Email must be unique - i.e. can not be used for any other user in this entire application form.

7. Populate how many providers are in your practice and then select **Submit**:

**STEP 4: Providers**

**How many Providers are associated with your practice/office?**

NOTE: A Provider can be one of the following: DC, DDS, DO, DPM, MD, NP, OT, PA, PhD, PT, RNFA, ST

Total Providers:  (you can always add more later)

\* Please list all providers associated with your office even if they will **not be** accessing MemorialCare Link.  
\*\* If there are no providers associated with this account, enter 0 (zero) in the textbox above.

