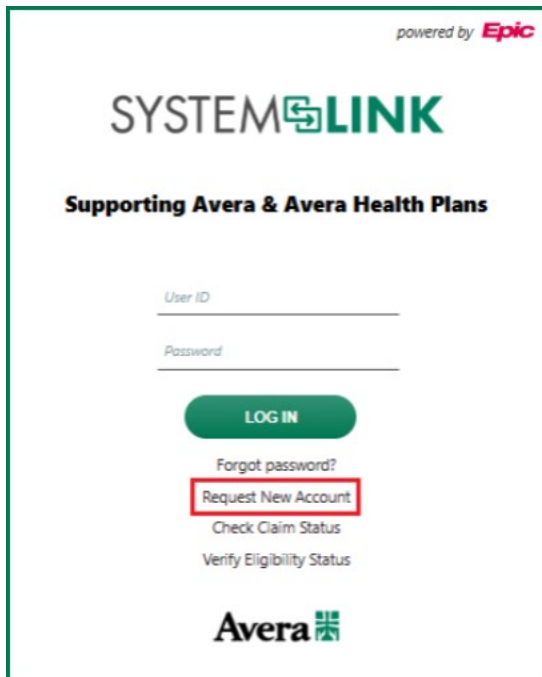


Request a New Site for Avera System Link

Employer Instructions for Occupational Medicine

- Click **Request New Account**.



powered by **Epic**

SYSTEM & LINK

Supporting Avera & Avera Health Plans

User ID _____

Password _____

LOG IN

[Forgot password?](#)

[Request New Account](#)

[Check Claim Status](#)

[Verify Eligibility Status](#)

Avera

- Select **Request a new site**.

i Don't request a new site if your facility already has one. If you need access, contact your Site Administrator to have a user account created for you.

Create User Accounts for Your Site

- Request a new site**
A site represents your workplace and must exist before you can add user accounts. If your workplace has a site, please contact your Site Administrator to initiate a new user request. Only request a new site if one does not already exist for your workplace.
- Add a user to an existing site**
If someone at your workplace already has access, your workplace has a site.

- Click **Occupational Medicine Site**

Occupational Medicine Site

A new site to represent your workplace

- Complete the online **Site Information** form. All fields with **i** are required.
- After you have completed the Site Information, click **→ Next**.
- Choose the type of user access needed.



Add a user to your site

Choose a type of user to create:

Occ Med Employer Case Manager

Request access for a new Occupational Medicine Injury Case Manager

Occ Med Employer Representative

Request access for a new Occupational Medicine Employer Representative

- Complete the online **User Information** form. All fields with **i** are required. The required fields may vary depending on the type of user requested.
- Check the box **Make this user a site administrator**.

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 These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts.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

✓ Accept

✗ Cancel




- Click **✓ Accept**



At least two Site Administrators for your site is strongly recommended.

On the **Users** screen, click **+ Add** to add additional site administrator to your site request.


Users

 Add  Edit  Delete

Name

User Type

- Click → **Verification**.
- Review the Terms and Conditions. Check the box **I agree to the Terms and Conditions above**.
- Enter the name of the person making the site request in the **Requested by** field.
- Click ✓ **Submit Request**

 You will receive an email asking you to confirm your email address. Please complete this confirmation as soon as possible. We will not be able to complete your request until your email is confirmed.

- After you have read the information on the **Confirmation** screen, click ✓ **OK**
- Upon approval, you will receive email instructions to access your site. If your request is denied, we will provide an explanation.
- Once you can access your site, you can request additional users as needed. Instructions on adding additional users are available after you log in.