

Piedmont Link powered by EPIC

GETTING STARTED WITH PIEDMONT LINK

Piedmont Link August 2023 Version

[Piedmont Link 2FA Video Overview](#)

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PIEDMONT HEALTHCARE


Getting Started

Piedmont Link is a tool that provides real-time web access to patient information so you can access patients' clinical data and communicate with Piedmont Healthcare to provide quality patient care. You can also use Piedmont Link to quickly refer patients to our organization.

Piedmont Link is a collection of different web pages, or activities, that correspond to different tasks. The activity that you use depends on what you want to accomplish.

This guide includes information to help you get started, such as browser requirements and how to log in.

Help and contact information

For help using an activity, click .

- **Users with IDs that begin with a C# or P#:** For password issues or problems with Citrix/Entrust or logging into <https://remote.piedmont.org> please call the IS Service Center at 404.605.3000. For all other issues, send an email to piedmontlink@piedmont.org.
- **Users with IDs that begin with a C# or P#:** Reach out to your site admin or email the PiedmontLink team at piedmontlink@piedmont.org.

Browser, system, and connection requirements

You must use one of the following Internet browsers to access Piedmont Link:

- Google Chrome 88 and any later versions
- Microsoft Edge version 88 or later
- Mozilla Firefox version 78 or later
- Safari version 14 or later

Piedmont Link requires a minimum screen resolution of 1024x768 pixels. We recommend that you use a high-speed Internet connection to achieve the best system speed and performance.

How do I log in?

NOTE: **C# & P# Users** MUST setup their Entrust prior to logging into Piedmont Link for the first time. Refer to your welcome email for more information.

1. Open your web browser and go to <https://piedmontlink.piedmont.org>.
2. Enter the user ID and password that you received for Piedmont Link.
3. Enter your single-use passcode.



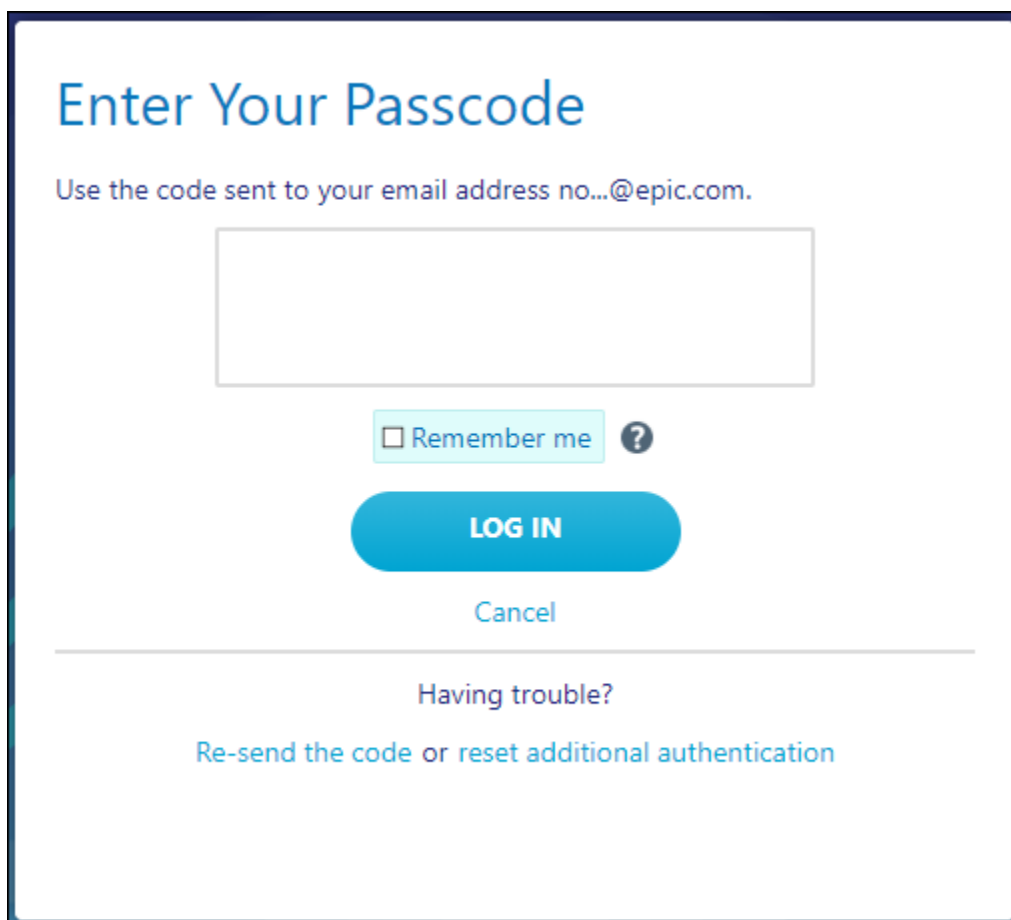
Refer to [Set up an authentication method](#) for more information on single-use passcodes.

Set up an authentication method

When you first log in with your username and password, you're prompted to choose how you receive single-use passcodes that are required to access your account. This extra layer of security helps ensure that you're the only person who can log in to your account, even if someone knows your username and password.

You can receive the passcodes through a mobile application, a text message, or email. Each time you try to log in, you receive a passcode through your chosen method that you need to enter to finish logging in. Each passcode can be used only one time.

After you enter the passcode, you can select the **Remember me** check box to indicate that you're using a device that's not shared with anyone else. This means that you won't be asked for a passcode the next time you sign in from the same device for a period of time. Note that if you log in through a different device or browser, or your browser's settings are reset, you are still prompted for a passcode.



Enter Your Passcode

Use the code sent to your email address no...@epic.com.

Remember me ?

LOG IN

Cancel

Having trouble?

Re-send the code or reset additional authentication

Record your reset code

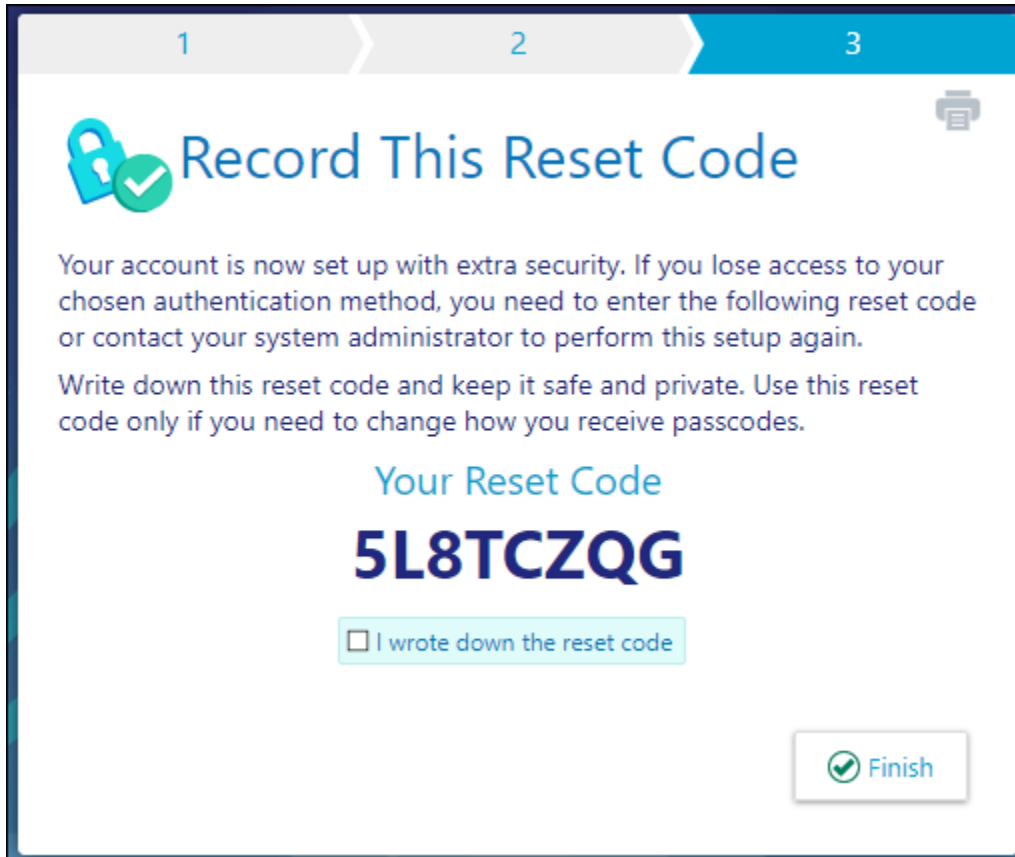
When you set up an authentication method, the system gives you a reset code to use if you need to change how you receive passcodes. For example, if you get a new smartphone you can use the reset code to set up your new phone to receive passcodes.

Write down the reset code that appears on the screen and keep it private. You need to enter the reset code from the login screen if you need to change your authentication method. Note that you can also use this code to change your authentication method from the Settings menu after you log in.



A new passcode is sent to you each time you log in. Enter this code to complete the login process.

Unlike passcodes, the reset code appears only once after you set up your authentication method. Use this reset code only if you need to change how you receive passcodes.




Navigating in Piedmont Link

When you log in to Piedmont Link, several sets of navigation tools appear at the top of the page.

A) Navigation Tabs: Use these tabs to open different activities in Piedmont Link. Each tab contains one or more related activities. For example, the **Patient** tab contains patient-specific activities. When you click a tab, the default activity for that tab opens.

B) Activity Menu: Use this menu to open the various activities that are contained in the selected navigation tab. For example, the **Patient** tab activity menu contains the **Allergies** and **Chart Review** activities.


- If there are more activities than can fit on the screen, hover over the ellipsis on the far right of the menu to see all the activities contained in the tab.
- You can also click  to pin an activity so it appears first in the menu. If you pin multiple activities, they appear in the order that you pinned them. Click and drag pinned activities in the menu to change their order.

C) Action Options: Use these buttons, located on the top right of the screen, to see all of your available activities or to log out.



How do I log out?

To maintain patient confidentiality, you need to log out or secure your screen when you are done working or have to leave the computer for any reason. There are two ways to do this:

- Click  **Log Out**. The next time you log in, you are directed to your start page.
- Secure the computer by going to **Menu >Secure**. When you log back in, you return to the same activity that you were using before you secured the screen.