

CareLink: Quick Reference

How do I log in?

- Step 1: Open your web browser (Internet Explorer or Safari)
- Step 2: Navigate to <https://carelink.nationwidechildrens.org>
- Step 3: Enter your username and password and click Login

How do I find my patient?

- Option 1: Select the Patient List tab 
Click the patient's name to open the Clinicals tab 
- Option 2: Click the Patient search button  in the upper right of the screen.
Click the patient's name to open the Clinicals tab 

I can't find my patient. What do I do?

- Step 1: Click on the Patient List tab 
- Step 2: Scroll to the bottom of the screen and select **First Access**.
- Step 3: Enter the search criteria, click Search, select your patient and enter a reason for the access.

Note: This will provide you with chart access for 10 days. To gain permanent access to the patient's chart, please call our Central Scheduling department at (614) 722-6200 or 1 (877) 722-6220.

How do I print?

Click the print icon  from any screen to print. The print icon is always located near the upper right hand corner.

How do I get notifications via CareLink for my patients that are: Admitted to the Hospital, Seen in the Emergency Department or Seen in Urgent Care?

Click on  Utilities. Click on **User Demographics**. Enter your email into the Email field. Select "Yes" in the Receive Email Notifications field.

For additional information

Contact the CareLink Help Line at (614) 355-3750



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How do I find the following information?

(All of the information below can be found from inside the Clinicals tab )

Encounter (Visit) Details – select Chart Review from the left-side Navigation screen. Click the date of the encounter from Encounters tab to open the detail report.

Discharge Summary – follow the steps above to open the Encounter report. Scroll to the bottom of the Encounter report. Click on the **Discharge Summary** hyperlink to open the report.

After Visit Summary – follow the steps above to open the Encounter report. Scroll to the bottom of the Encounter report. Click on the **After Visit Summary** hyperlink to open the report.

Lab Results – select Chart Review from the left-side Navigation screen. Click on the Laboratory tab. Click on the Date/Time in the left column to open the Result Report.

Radiology Reports – select Chart Review from the left-side Navigation screen. Click on the Imaging tab. Click on the Date/Time in the left column to open the Radiology Report.

Physician Notes – select Chart Review from the left-side Navigation screen. Click on the Notes tab. Click on the Notes Time in the left column to open the Notes Report.

Letters – select Chart Review from the left-side Navigation screen. Click on the Letters tab. Click on the Creation Date in the left column to open the Letter Report.

Referral Status – select Chart Review from the left-side Navigation screen. Click on the Referrals tab. The status of the referral can be seen in the Status column. Open the Referral Report by clicking the date in the left column.

Medications – select Chart Review from the left-side Navigation screen. Click on the Medications tab. Click on Date in the left column to open Medication Report.

Insurance Information – select Chart Review from the left-side Navigation screen. Click on Misc. Reports tab. Click on CHI Financial Summary link in the left column to open the report. Scroll to the bottom of the report to view Currently Active Insurance.

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