



JOHNS HOPKINS

M E D I C I N E

---

JOHNS HOPKINS  
HEALTHCARE

# Johns Hopkins HealthCare LLC

## How to Register in HealthLINK

Presented by: Johns Hopkins HealthCare Provider Relations Department

# Step One

- Go to [www.jhhc.com](http://www.jhhc.com)
- Click the link for the EHP/Priority Partners/Advantage MD portal or the link for the US Family Health Plan portal.
- If the user needs access for both, the user will have to be registered in each portal.



# Step Two

## Welcome to Johns Hopkins HealthCare LLC

Johns Hopkins HealthCare LLC (JHHC) provides health care services for four health plans: *Priority Care*, *Johns Hopkins Employer Health Programs (EHP)*, *Johns Hopkins US Family Health Plan (USFHP)*, and *Advantage MD*. This site provides our medical health providers with general plan information, and



Log in to your HealthLINK account to view information on your [EHP/Priority Partners/Advantage MD patients](#).

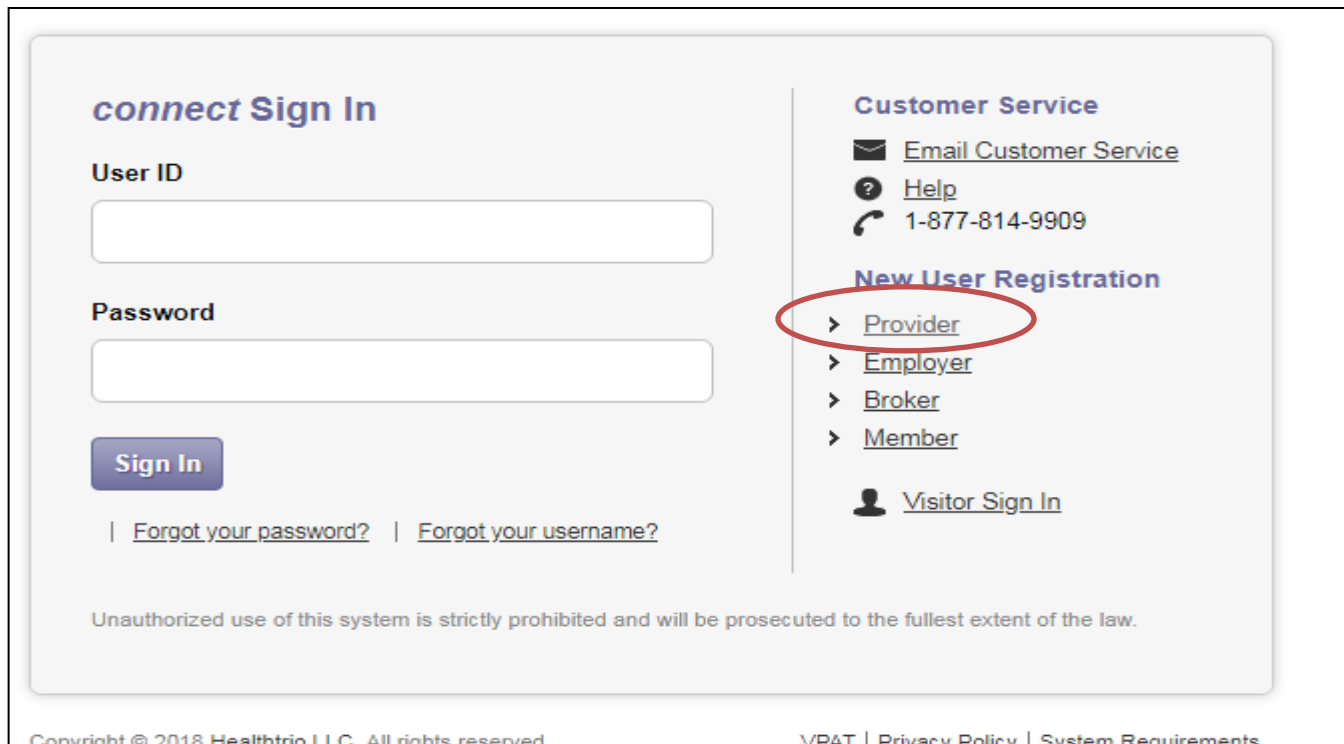


Log in to your HealthLINK account to view information on your [USFHP patients](#).



# Step Three

- Under New User Registration, click on Provider.




The screenshot displays a web interface for user authentication and registration. On the left, under the heading "connect Sign In", there are input fields for "User ID" and "Password", a "Sign In" button, and links for "Forgot your password?" and "Forgot your username?". On the right, under "Customer Service", there are links for "Email Customer Service", "Help", and a phone number "1-877-814-9909". Below that, the "New User Registration" section contains a list of options: "Provider", "Employer", "Broker", and "Member". The "Provider" option is circled in red. At the bottom right of this section is a "Visitor Sign In" link with a person icon. A disclaimer at the bottom states: "Unauthorized use of this system is strictly prohibited and will be prosecuted to the fullest extent of the law." Footer text includes "Copyright © 2018 Healthtrio LLC. All rights reserved." and "VPAT | Privacy Policy | System Requirements".



# Step Four

- On the Select Health Plan screen, click on the drop down arrow and choose Johns Hopkins HealthCare LLC .

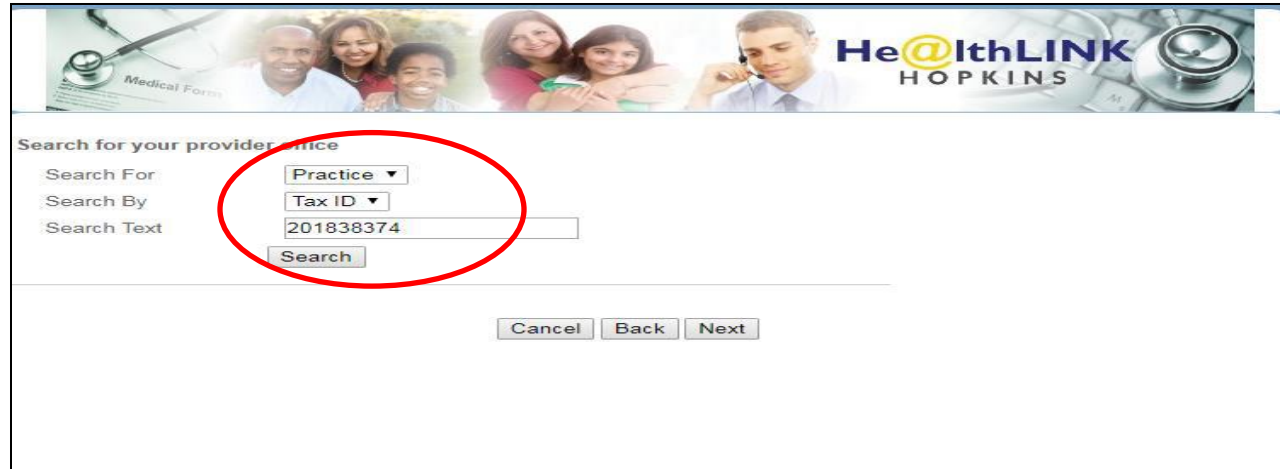
Please choose the Health Plan you are registering a provider for.

Health Plan  



# Step Five

- Fill in the registration form.
- When asked, search for Practice by Tax ID.



The screenshot displays the He@lthLINK HOPKINS registration interface. At the top, there is a banner with a group of diverse people and the text "He@lthLINK HOPKINS". Below the banner, the section is titled "Search for your provider practice". It contains three input fields: "Search For" with a dropdown menu set to "Practice", "Search By" with a dropdown menu set to "Tax ID", and "Search Text" with the value "201838374" entered. A red circle highlights the "Practice" and "Tax ID" dropdown menus. A "Search" button is located below the "Search Text" field. At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next".



# Step Six

- Click Search.



The screenshot shows the He@lthLINK HOPKINS search interface. At the top, there is a banner with a group of diverse people and a stethoscope, with the text "He@lthLINK HOPKINS". Below the banner, the search form is titled "Search for your provider office". It includes a "Search For" dropdown menu set to "Practice", a "Search By" dropdown menu set to "Tax ID", and a "Search Text" input field containing "201838374". A "Search" button is located below the input field. The search results are displayed in a table with two columns: "Name" and "Office Address". The results list 10 provider offices, each with a radio button next to its name. At the bottom of the results table, it shows "1 - 10 of 83" and a pagination control with numbers 1 through 9 and a "Next" button. Below the table, there are three buttons: "Cancel", "Back", and "Next".

**Search for your provider office**

Search For: Practice  
Search By: Tax ID  
Search Text: 201838374  
Search

**Provider Office Search Results**

Name	Office Address
<input type="radio"/> AA PHYS GROUP DBA ERROL A PHILLIP MD	2002 Medical Pkwy, Ste 670, Annapolis, MD 21401
<input type="radio"/> AAMC ACUTE CARE SURGERY	2000 Medical Pkwy, Ste 600, Annapolis, MD 21401
<input type="radio"/> AAMC ADULT HOSPITALIST	2001 Medical Pkwy, Annapolis, MD 21401
<input type="radio"/> AAMC BEHAVIORAL HEALTH SPECIALISTS	2635 Riva Rd, Ste 108, Annapolis, MD 21401
<input type="radio"/> AAMC Community Health Center	1419 Forest Dr, Ste 206, Annapolis, MD 21403
<input type="radio"/> AAMC KENT ISLAND PRIMARY CARE	1630 Main St, Chester, MD 21619
<input type="radio"/> AAMC NEUROLOGY SPECIALISTS	2002 Medical Pkwy, Ste 430, Annapolis, MD 21401
<input type="radio"/> AAMC NEUROLOGY SPECIALISTS	1630 Main St, Chester, MD 21619
<input type="radio"/> AAMC OUTPATIENT INFUSION CENTER	2001 Medical Pkwy, Donner Pavilion, Annapolis, MD 21401
<input type="radio"/> AAMC PASADENA PRIMARY CARE	8109 Ritchie Hwy, Ste 100, Pasadena, MD 21122

1 - 10 of 83      1 2 3 4 5 6 7 8 9 >

Cancel Back Next



# Step Seven

- Choose the correct practice , then click Next.

**Registering User**

▶ Harvey, Novita

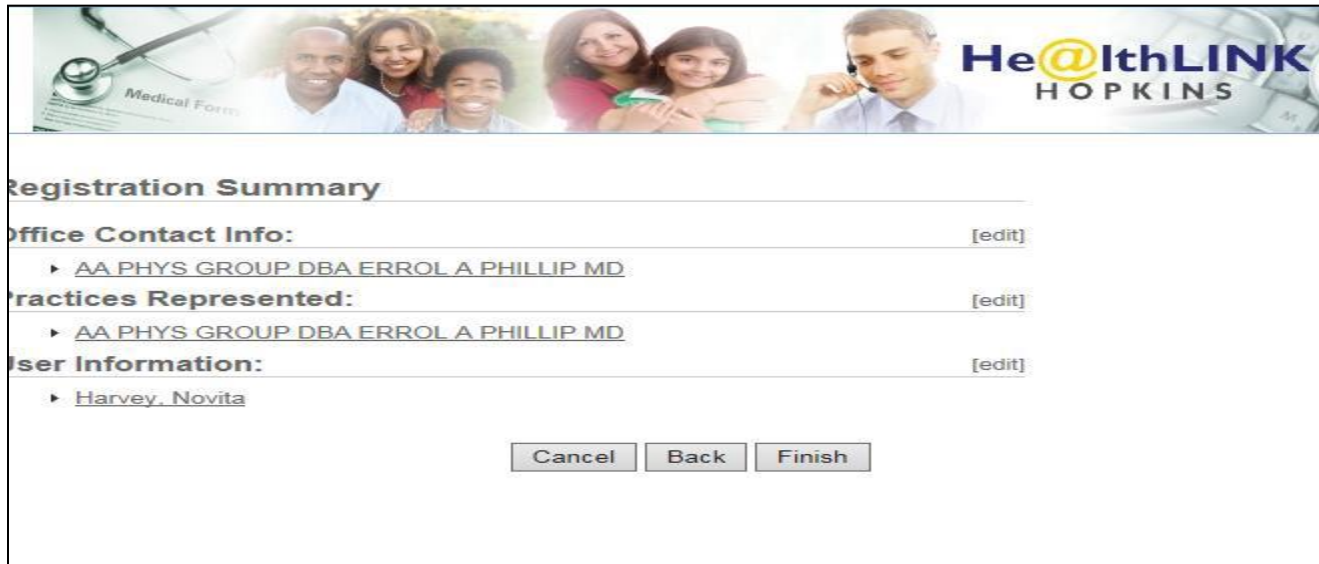
Cancel Back Finish





# Step Eight

- Click Finish. You will then see the summary of your registration.



The screenshot shows the 'He@lthLINK HOPKINS' registration summary page. At the top is a banner with a stethoscope, a group of diverse people, and the text 'Medical Forms' and 'He@lthLINK HOPKINS'. Below the banner is the 'Registration Summary' section, which is divided into three main categories: 'Office Contact Info:', 'Practices Represented:', and 'User Information:'. Each category has a list of items and an '[edit]' link to its right. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Finish'.

**Registration Summary**

**Office Contact Info:** [edit]  
▶ [AA PHYS GROUP DBA ERROL A PHILLIP MD](#)

**Practices Represented:** [edit]  
▶ [AA PHYS GROUP DBA ERROL A PHILLIP MD](#)


**User Information:** [edit]  
▶ [Harvey, Novita](#)

Cancel Back Finish



# Step Nine

- You should see the notification that your registration has been created



**Registration Created**

Below are the users that have been created for your registration. Please take note of the User IDs since they will be needed to log into the application.

Name	User ID	User Type
Harvey, Novita	novitaharvey	Provider Contact

[Next](#)

