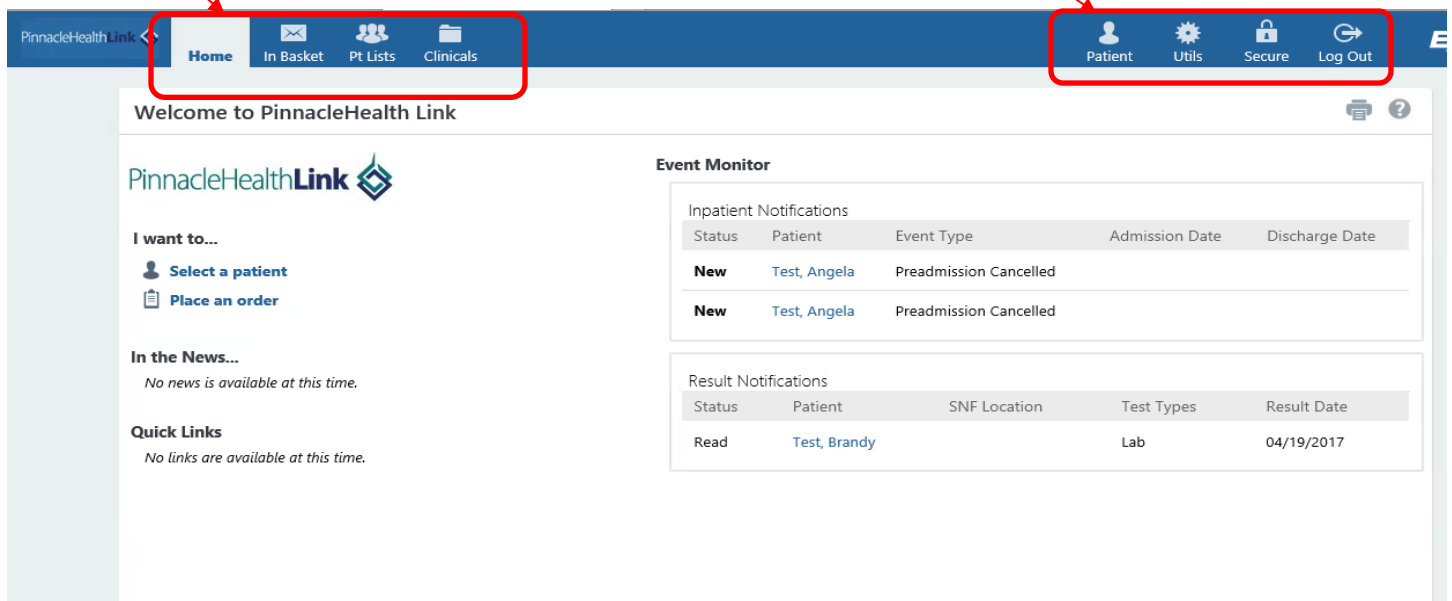# Welcome to PinnacleHealth Link.

This tip sheet will help explain what you see when you log into PinnacleHealth Link and how to navigate to various areas in the system. It is followed by other tip sheets which will help explain various functions in more detail.

Try It Out

1. To log into PinnacleHealth Link, from your internet browser go to: https://link.pinnaclehealth.org and log in using your User ID and Password

2. When you log in to PinnacleHealth Link, two sets of navigation tools appear at the top of the page.

- **Action Options**: Use these buttons, located on the top right of the screen, to perform basic tasks, such as selecting a patient or logging out.
- **Navigation Tabs**: Use these tabs to open different activities in PinnacleHealth Link.

Navigation Tabs   Action Options

3. 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** to log out of PinnacleHealth Link. The next time you log in, you are directed to your start page.
- Secure the computer by clicking **Secure**. When you log back in, you return to the same activity that you were using before you secured the screen. This way, you don't need to navigate back to the page on which you were previously working.

Welcome to PinnacleHealth Link cont.

4. The Home Tab gives you a synopsis of what is available to you. The Event Dashboard appears on the right side of the page, showing recent events for your patients. If necessary, you can view more information about events by clicking the name of the patient in the Patient column. This takes you to In Basket, where you can view additional information about the event and mark it as Done if you are finished reviewing it.

5. The **I want to…** section on the left-hand side, give you access to Selecting a Patient, Placing Orders and Scheduling an Appointment. These can be done from other areas in PinnacleHealth Link as well and are discussed in other tip sheets.