



JOHNS HOPKINS

M E D I C I N E

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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

## Welcome to Johns Hopkins HealthCare LLC

Johns Hopkins HealthCare LLC (JHHC) provides health care services for four health plans: *Priority Partners/Advantage MD*, *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](#).

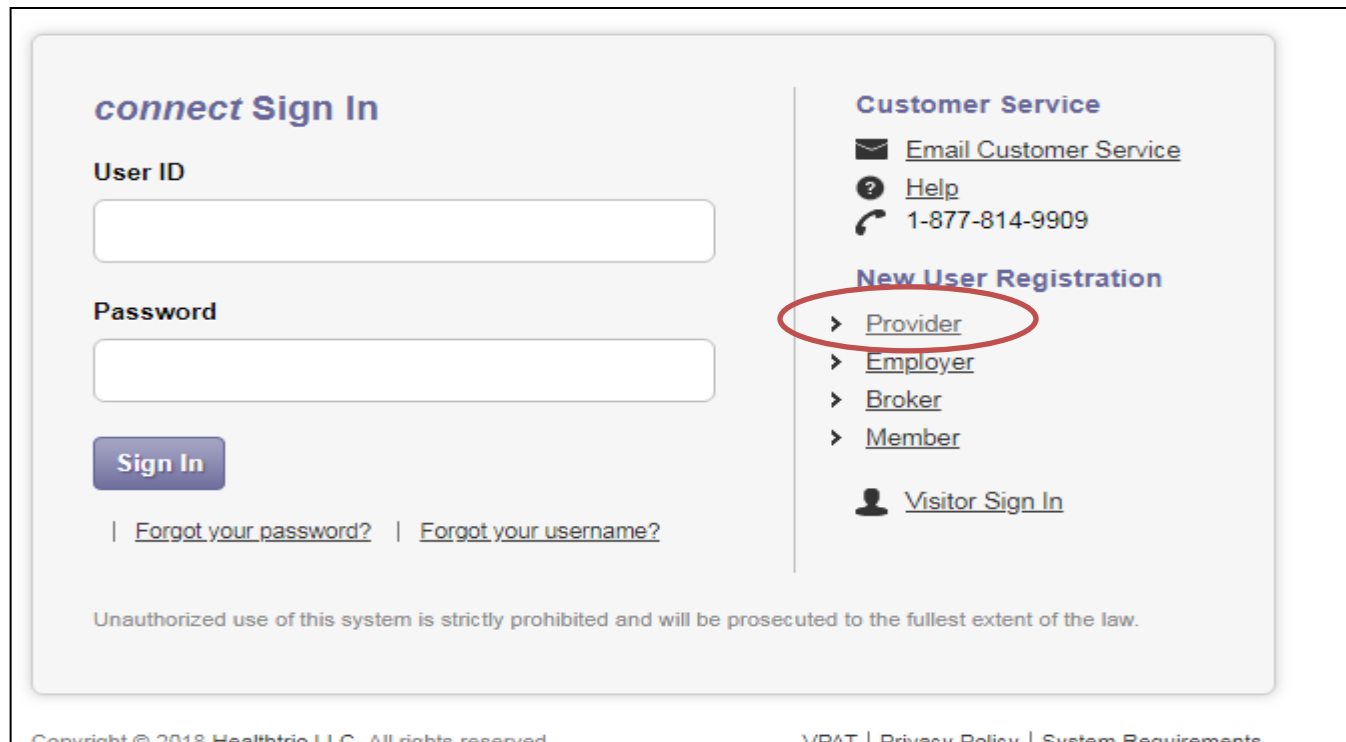


Log in to your HealthLINK account to view information on your [USFHP patients](#).



# Step Two

- 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 two input fields: "User ID" and "Password", followed by a "Sign In" button. Below the button are 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, under "New User Registration", there is 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. At the very bottom of the page, there is a copyright notice: "Copyright © 2018 Healthtrio LLC. All rights reserved." and links for "VPAT | Privacy Policy | System Requirements".



# Step Three

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

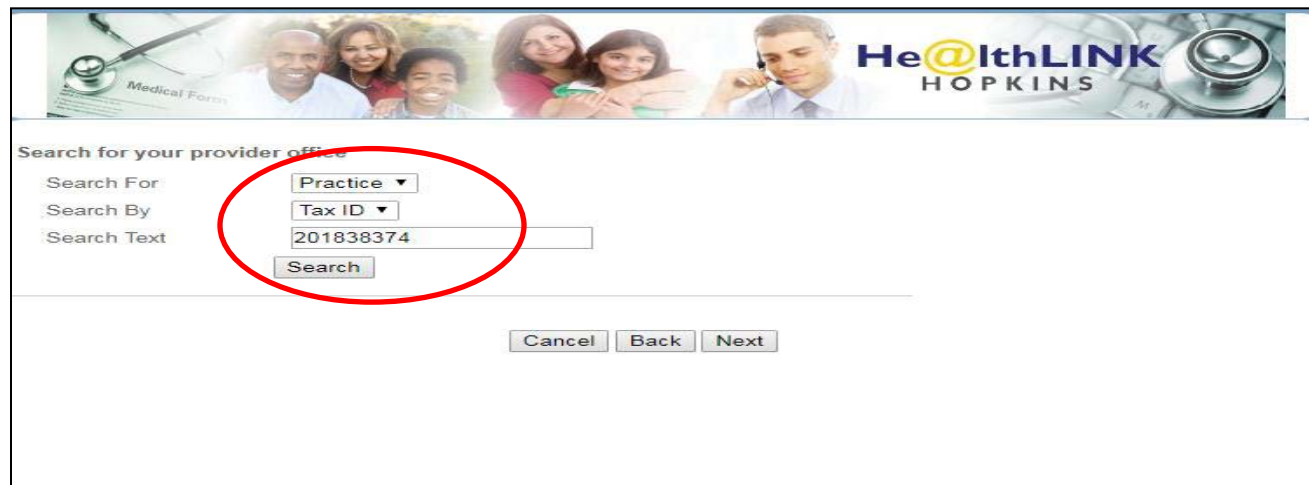
Please choose the Health Plan you are registering a provider for.

Health Plan  



# Step Four

- 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 a stethoscope, with the text 'Medical Forms' and 'He@lthLINK HOPKINS'. Below the banner, the section is titled 'Search for your provider office'. It contains three labels: 'Search For', 'Search By', and 'Search Text'. The 'Search For' dropdown menu is set to 'Practice', the 'Search By' dropdown menu is set to 'Tax ID', and the 'Search Text' input field contains the number '201838374'. A 'Search' button is located below the input field. At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Next'. A red circle highlights the 'Practice' and 'Tax ID' dropdown menus and the 'Search' button.



# Step Five

- 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 various AAMC services and their locations in Annapolis, MD, and Pasadena, MD. At the bottom of the results, there is a pagination indicator "1 - 10 of 83" and a set of numbered links "1 2 3 4 5 6 7 8 9 >". 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
AA PHYS GROUP DBA ERROL A PHILLIP MD	2002 Medical Pkwy, Ste 670, Annapolis, MD 21401
AAMC ACUTE CARE SURGERY	2000 Medical Pkwy, Ste 600, Annapolis, MD 21401
AAMC ADULT HOSPITALIST	2001 Medical Pkwy, Annapolis, MD 21401
AAMC BEHAVIORAL HEALTH SPECIALISTS	2635 Riva Rd, Ste 108, Annapolis, MD 21401
AAMC Community Health Center	1419 Forest Dr, Ste 206, Annapolis, MD 21403
AAMC KENT ISLAND PRIMARY CARE	1630 Main St, Chester, MD 21619
AAMC NEUROLOGY SPECIALISTS	2002 Medical Pkwy, Ste 430, Annapolis, MD 21401
AAMC NEUROLOGY SPECIALISTS	1630 Main St, Chester, MD 21619
AAMC OUTPATIENT INFUSION CENTER	2001 Medical Pkwy, Donner Pavilion, Annapolis, MD 21401
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 Six

- Choose the correct practice , then click Next

**Registering User**

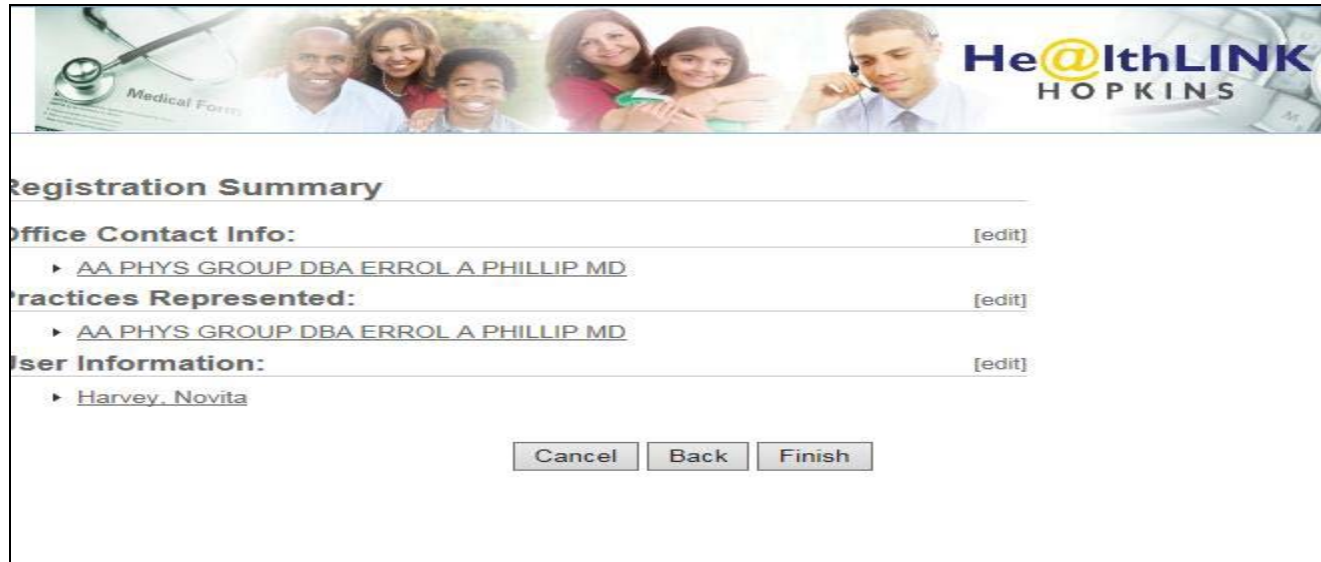
▶ Harvey, Novita

Cancel Back Finish



# Step Seven

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



The screenshot shows a web interface for He@lthLINK HOPKINS. At the top, there is a banner image featuring a stethoscope, a group of diverse people, and a man on a phone. The banner includes the text "Medical Forms" and "He@lthLINK HOPKINS". Below the banner, the page is titled "Registration Summary". It contains three sections, each with an "[edit]" link to its right:

- Office Contact Info:** [AA PHYS GROUP DBA ERROL A PHILLIP MD](#) [edit]
- Practices Represented:** [AA PHYS GROUP DBA ERROL A PHILLIP MD](#) [edit]
- User Information:** [Harvey, Novita](#) [edit]


At the bottom of the form, there are three buttons: "Cancel", "Back", and "Finish".





# Step Eight

- 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

