HealthlinkNY Web Portal I.T. Configuration

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This document will guide you in how to set up your computer for ease of access to the HealthlinkNY Web Portal.

Create a HealthlinkNY Web Portal desktop icon:
- Launch the web portal: www.healthlinkny.net
- Left click the icon in the URL window and drag onto the desktop or
- Right click on page, select **Create Shortcut** and select **Yes** to put a shortcut to this website on your desktop

Recommended Internet Explorer Settings:
- Select **Tools** drop down menu from an open IE browser, choose **Internet Options**, and go to the **Security** tab
- Click **Trusted Sites** (green check) and click the **Sites** box
- Uncheck '**Require server verification (https:) for all sites in this zone**' box
- Add *.**healthlinkny.net** to trusted sites and select '**Close**'; trusted site will show '**Medium**'
  setting
- Under **'Security level for this zone**' box, click the **Custom Level** box
- Scroll to the **Downloads** section, and under '**File download**', click the '**Enable**' radio button
- Click '**OK**', accept the changes and click '**OK**' again to exit Internet Options

Changing your default Browser to Internet Explorer:
- Internet Explorer is the only supported browser for the patient consent entry function. Other browsers be used for viewing clinical information only.
- Open Internet Explorer. Either click on the **Tools** in the tool bar across the top of the page or click on the ⚙ icon in the upper right corner. Select **Internet Options** from the drop down menu
- In the **Internet Options** pop-up box, select the **Programs** tab. Click on the **Make Default** button
- Click '**OK**' and close Internet Explorer. Your default browser is now Internet Explorer and all web pages will automatically be opened using Internet Explorer

Enable Pop-Ups
- Select **Tools** drop down menu from an open IE browser, choose **Pop-up Blocker**, and click on **Pop-Up Blocker Settings**

- Add www.healthlinkny.net as address of website to allow, click **Add**, and Close the window

Recommended Safari for Apple products (i.e. iPad, iPhone) Settings:
- Select the **Settings** icon on your Apple device
- Select **Safari**
- Verify **"Block Pop-ups"** is set to **OFF**

HealthlinkNY Community PACS Viewer
- HealthlinkNY offers access to its community picture archiving and communications system (PACS) viewer on a 'footprint-free' platform. Depending on your internet platform you may have to change some security settings to allow the program to work.
- In the **Internet Options** pop-up box, select the **Security** tab, then select **Trusted Sites.** Set the security level to '**Medium Low**'
- Then click on the **Sites** button and then click **Add.** Click **Close** then click **OK**.

Please contact HealthlinkNY at (844) 840-0050 or info@healthlinkny.com if you require assistance.