



Patient Care Document Registration

Prior to submitting a Patient Care Document ("PCD"), the requester must sign up for access to the GLHC PCD website.

Thank you for making a difference in patient care!

1. To obtain access, open an internet browser and type in the following:

<https://patientcaredocuments.michiganhealthconnect.org/>

The following screen will display:

PATIENT CARE DOCUMENT SUBMISSION SITE

GLHC

GLHC

Login

Password

Remember me

Sign in

Sign up

Forgot your password?

Didn't receive confirmation instructions?

Didn't receive unlock instructions?

2. Select **Sign up**.

Sign in

Sign up

Forgot your password?

Didn't receive confirmation instructions?

Didn't receive unlock instructions?

3. Enter an e-mail, create a strong password. Retype the password. Select **Sign up**.

Sign Up

Email

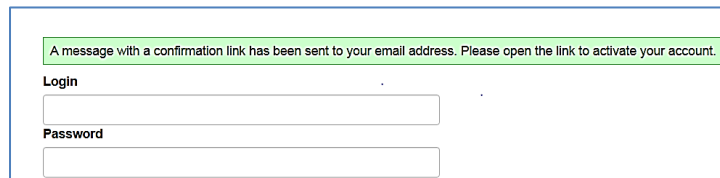
ENTER E-MAIL HERE

Password

Password confirmation

Sign up

4. The following message will display; however, do not attempt to login yet.

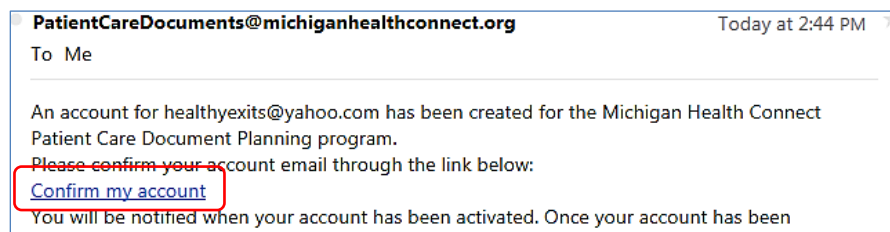


A message with a confirmation link has been sent to your email address. Please open the link to activate your account.

Login

Password

5. Instead open your e-mail account. Locate the e-mail message from PatientCareDocuments@michiganhealthconnect.org and select **Confirm my account**.



PatientCareDocuments@michiganhealthconnect.org Today at 2:44 PM

To Me

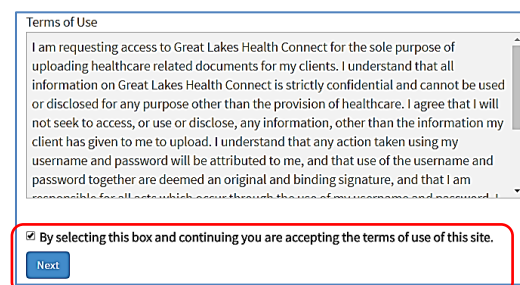
An account for healthyexits@yahoo.com has been created for the Michigan Health Connect Patient Care Document Planning program.

Please confirm your account email through the link below:

[Confirm my account](#)

You will be notified when your account has been activated. Once your account has been

6. Read to terms for using this site. If you agree to the terms of use, check the box to the left of **“Checking this box accepts the terms of use”** and select **Next**.



Terms of Use

I am requesting access to Great Lakes Health Connect for the sole purpose of uploading healthcare related documents for my clients. I understand that all information on Great Lakes Health Connect is strictly confidential and cannot be used or disclosed for any purpose other than the provision of healthcare. I agree that I will not seek to access, or use or disclose, any information, other than the information my client has given to me to upload. I understand that any action taken using my username and password will be attributed to me, and that use of the username and password together are deemed an original and binding signature, and that I am responsible for all acts which occur through the use of my username and password.

By selecting this box and continuing you are accepting the terms of use of this site.

Next

7. When the following screen will displays, enter your First Name, Last Name and the name of your Organization. *See example below.*



First Name*

Last Name*

Organization*

8. Select one category for the type of documents you will submit and select **Complete Profile**.



Patient Care Document Types

Advance Care Directives

Care Plans

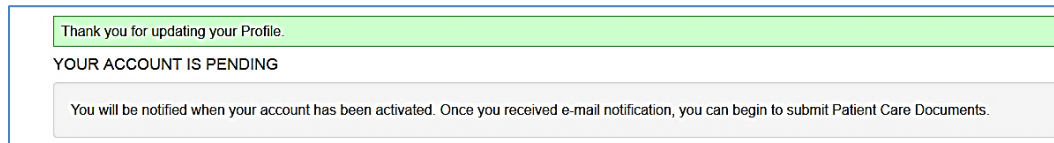
Action Plans

Complete Profile

Note: that **Advanced Care Directives** is the selected default. Therefore if you are NOT going to submit ACD documents, uncheck the box and select another option instead.

For Patient Care Document questions or issues, contact GLHC at (844-454-2443) or support@gl-hc.org.

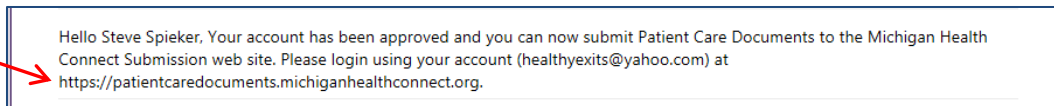
9. Once completed, the following screen will display:



Note: It may take up to 7 business days to activate an account. If you do not hear from us, please contact GLHC Support at support@gl-hc.org.

10. You will receive an email confirmation from PatientCareDocuments@michiganhealthconnect.org.

11. In the email select the link for <https://patientcaredocuments.michiganhealthconnect.org> to begin submitting documents. (See example below)



Note: It is recommended that you save the link to your favorites or create a shortcut on your desktop for ease of use when submitting future documents.

See the **PCD Submitting a Record Quick Reference Guide** for further instructions on how to submit a document.