UnityPoint Health Employer Portal
Guide for Companies

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Employer Portal Enrollment

Website

URL: https://ul.pureohs.com/login PureOHS

UnityPoint Organization ID = 6420

PureOHS™

Organization

| 6420 |

Next

Forgot your organization?

Once Enrolled by the Clinic.

- Login information will be sent to your email. Click on the link in the body of the email. The link takes you to the PureOHS login page. UnityPoint Organization ID is **6420**.
  NOTE: Bookmark or save the link as a favorite for quick access in the future.
- The email will contain login information.
  Organization ID: 6420
  Organization Name: 036951UnityPoint
  Username: ejohnson1

Email Example:

From: <UL.DoNotReply@puresafety.com>
Date: Mon, May 8, 2023, 1:30 PM
Subject: PureOHS Account Activation
To: <testuser@gmail.com>

Your PureOHS administrator has created a new account for username: ejohnson1. Use this link to finalize your account setup. The link is valid until 2023-05-23 18:30 Greenwich Mean Time (GMT).

Use either the Organization ID or the Organization Name in the Organization field to sign into the system.

Organization ID: 6420
Organization Name: 036951UnityPoint
Username: testuser

After your account is activated successfully, sign in to PureOHS (https://ul.pureohs.com) with your username and password. Be sure to bookmark or save this link as a favorite.

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Click on the link from the enrollment email. It prompts you to create your password. Follow the password requirements and click on Activate.

Once activated you will be prompted to click on the login website: https://ul.pureohs.com/login

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Dashboard

My Dashboard will be the default home page when you login.
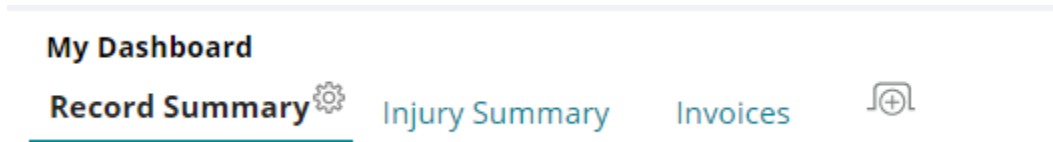
Most users will see the above tabs. Tab access is based on the security granted by the UPH Clinic.

> Record Summary Tab – Employee Records you have security to view.

> Injury Summary – To review Case Status, Recommended Work Status and Lost days calculations.

> Invoices – All invoices, current and zero balances.

The active tab shows a gear icon. Here you can add panels, change layout, rename tab, or remove tab.
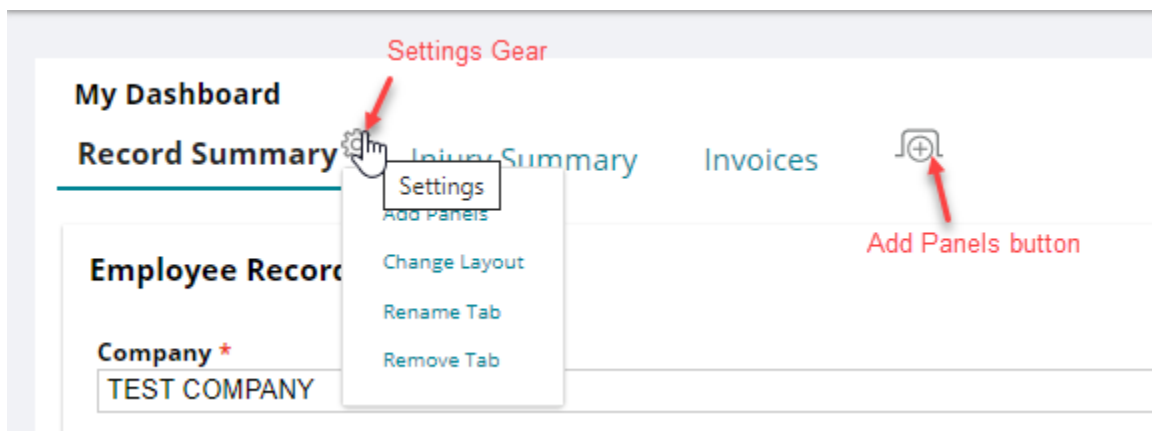
If you are not seeing all the panel or a panel, get removed, you can click on the Add Panels button. The Add Panels screen will display allowing you to add back any panels. If you do not see all the panels, you may not have security. You will need to contact the clinic with any issue with panels.
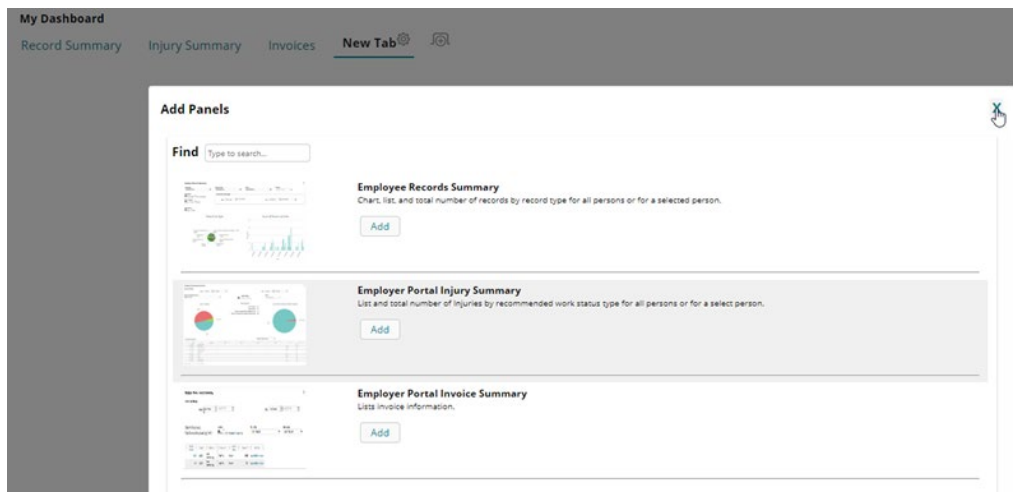
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Record Summary

The record summary page is where you can see the dates your employees was seen and any documents from the visit.

The upper area contains filters for Company, Record Type, Appointment Date Range, and a Person Search.

Company
Upon first login, if you notice that the Company area is blank, click on the drown down arrow and you will see your company name there. Check the box next to the name and then all the company records will display. The next login the company name will display by default.

Record Type
All record types (DOT, Audio, Physicals, etc) are selected. This filter shows you how may are currently selected. Make sure that this filter is showing all records. Click on the drown down arrow and click on Select All.

Appointment Date Range
This allows you to filter based off appointment date. Make sure the Start and End contains the range you are looking for. Often when you don't see data, your date range filter is possible issue. You can click on the dropdown, and you will see predefined ranges to select from.

Person

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In this area, you can search by employee name. It will return all record for just that individual.

Person

Search for Person 🔍

Viewing Reports

Below the Person search you will see the information about each visit/employee.

Here you can see the Visit Date/Time, Employee, Result Date, Drug screen results, comments, documents(reports) and the provider who provided the service. Click on the hyperlinks to open document or report letter. It will open in a new window. From there you can save/print off the record.

You can Print/Export your screen for your records as well.

Troubleshooting

If you are not seeing records, you would expect to see. Make sure that the Record Type filter and the Appointment Date ranges are reviewed. If this does not solve your issue, then contact the Clinic.

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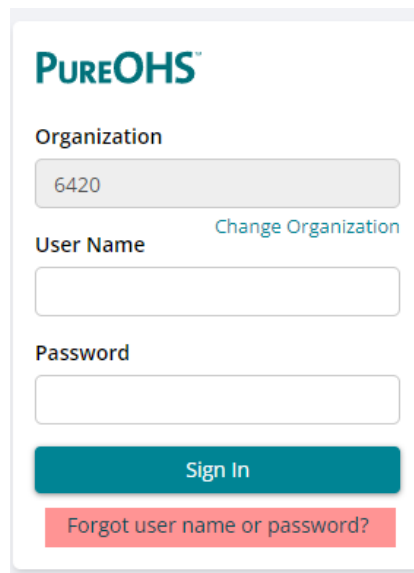## Guide for Companies

About usernames and passwords

Usernames are unique, but they are not case-sensitive. UnityPoint Clinic assigns your username when you are enrolled in the Portal.

Minimum password requirements are system-defined. A description of the minimum and allowed characters appears on screens where passwords can be added or changed.

Forgot username or Password?

On the login screen there is a link for forgot username or password.

On the Account Help page you will have options to Reset Password, Retrieve Username, or request your organization name. Select the tab you need and follow the on-screen instructions. The system sends one of the following types of emails based on your selection:

• Username: An email containing your username is sent only if the email you provide matches a valid email in the system.

• Password: An email containing a link to reset your password is sent to the email address associated with your username.

Why is my password expired?

User passwords expire every 365 days.

The expiration is changed to expire 365 days after a user changes his password if changed before the password expires.

You can reset your expired password on the Sign In screen. You must provide your current password to change your password.

Still have questions are concerns.

- Contact the Occupational Health Clinic that established your Portal account.