



Medical Center Hospital HIM Coders

Welcome to the Medical Center Health System, as a coder for the Health Information Management department (HIM) there are a few steps that need to be followed to get you into our system.

1. Go to www.mchodessa.com
2. Click the Other Remote User link at the bottom of the page



- 3.
4. Click mchLogin (reset your mchLogin Password here)

Remote Users and Vendor Information

For HIM Vendors
For Business Office Vendors
For Procure Vendors

[mchLogin \(reset your mchLogin Password here\)](#)
[CHRX Login](#)

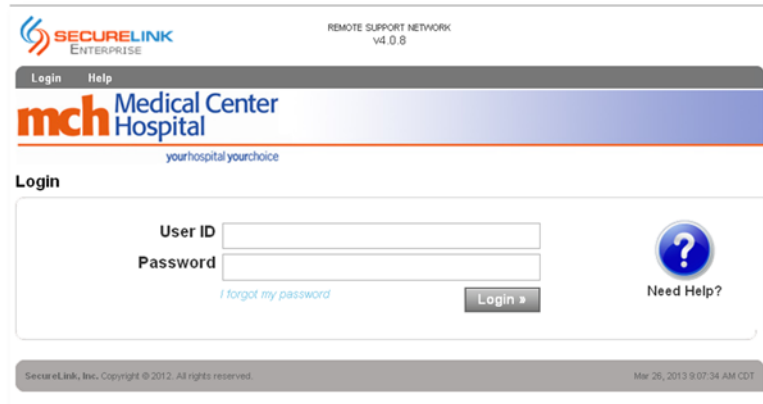
[Web Outlook](#)

[MCH Intranet](#)
**Username & Password is required*

- a. Click *Change my Password*.
 - i. Call 432-640-1385 and ask for the temporary password, the temporary password is only good for logging in and changing your password, it will not work in any of the application. This temporary password will also be for the AS400, when you enter the AS400 for the first time you will be prompted for a password, please use the same password as your mchLogin, these two being in sync will allow you into the AS400 without being prompted each time. At this time also ask for the temporary password for HPF, you will need it further along in the setup process.
 - ii. Then login with your username, which was send to you by email and the temporary password.
 - iii. mchLogin will prompt you to change your password. Passwords need to contain 3 of the four character sets (uppercase, lowercase, numbers, special characters); the password should be between 7-10 characters long. When creating a password we ask that you use a pass phrase for a stronger password.
 1. A passphrase is created by thinking of a phrase or sentence that you will remember and using the first characters of the word. An example is: Today is a fine day to work at home; which could be the phrase for *Tiafd2w@h* this is easy for you to remember but a hard password to crack.



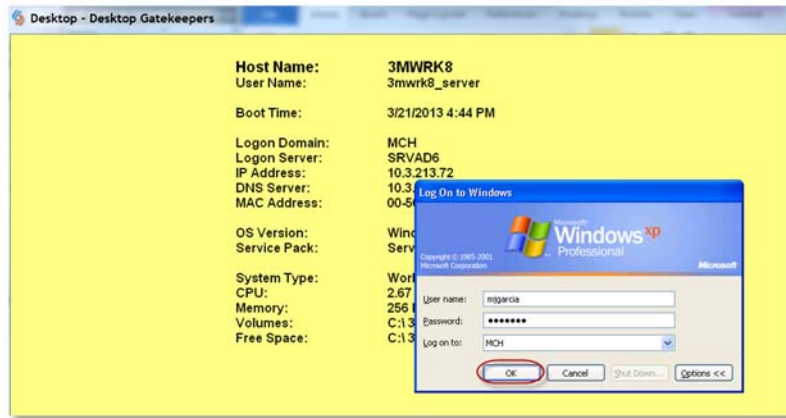
- b. Go back to mchLogin, click *Edit my Profile*, choose two questions and answer the questions. This will give you the ability to unlock or change your password when necessary.
 - c. The mchLogin password that you setup here will be your password for email, SecureLink, and logging into your virtual computer.
5. SecureLink <http://odessa.echd.org> is the link used to connect to your remote desktop.



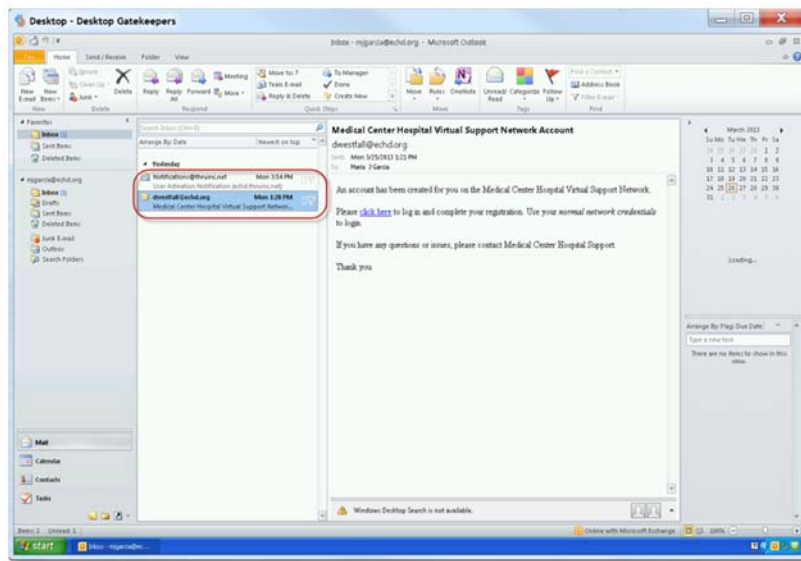
- 6.
7. Once in SecureLink you will see the following page, there are two portals, you can use either, but the RDP will be a faster connection.



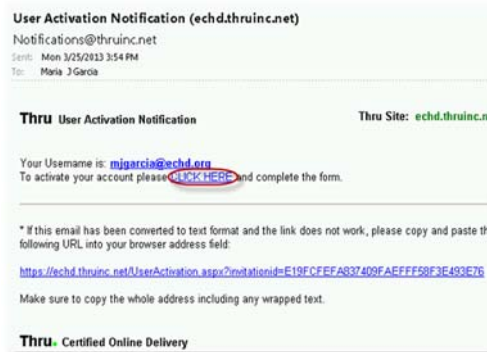
8. Login using your mchLogin password.



9. Email will be your username@echd.org
 - a. There will be two emails waiting on you to complete the registration process.

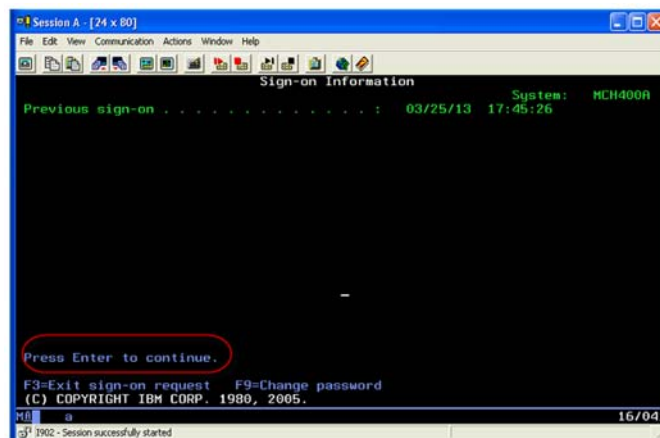


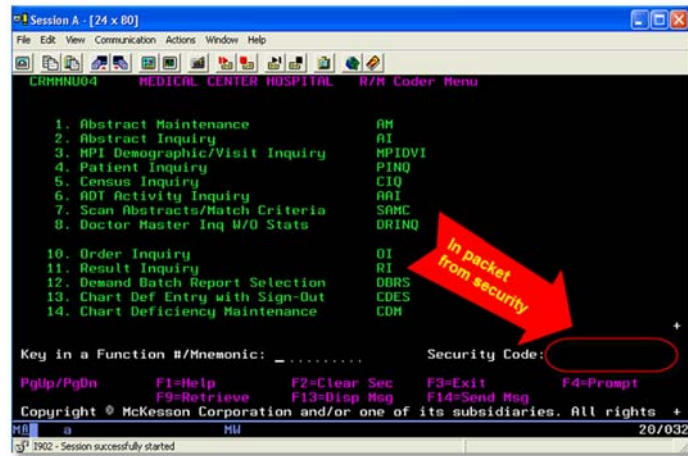
- i. SecureLink – please complete the registration process
- ii. Thru – This is the software encryption software, please complete the registration.



1. [Instructions for Thru.](#)

10. AS400 – If you do not see the following screen then login with the temporary password and change to your mchLogin password.





11. HPF WorkStation, login using the HPF temporary password you ask for when calling the support desk at 432-640-1385 in the beginning of the setup process.



12. 3M allows you to enter from being logged into the system.

