



HOMELINK

Website User Guide HOMELINK Marketing

August, 2019



[Open an Account](#) [About Us](#) [Help](#) [\(800\) 482-1993](#)

Search Site



[SOLUTIONS](#)

[GET A QUOTE](#)

[SUBMIT REFERRAL](#)

[FREQUENTLY ASKED QUESTIONS](#)

[PROVIDERS](#)

[PATIENTS](#)

[PORTAL](#)

HOMELINK'S TRANSPORTATION PROGRAM DELIVERS

We map out each trip to provide you with the type of transportation that meets your clients' needs at the lowest possible price.

[GET MOVING](#)

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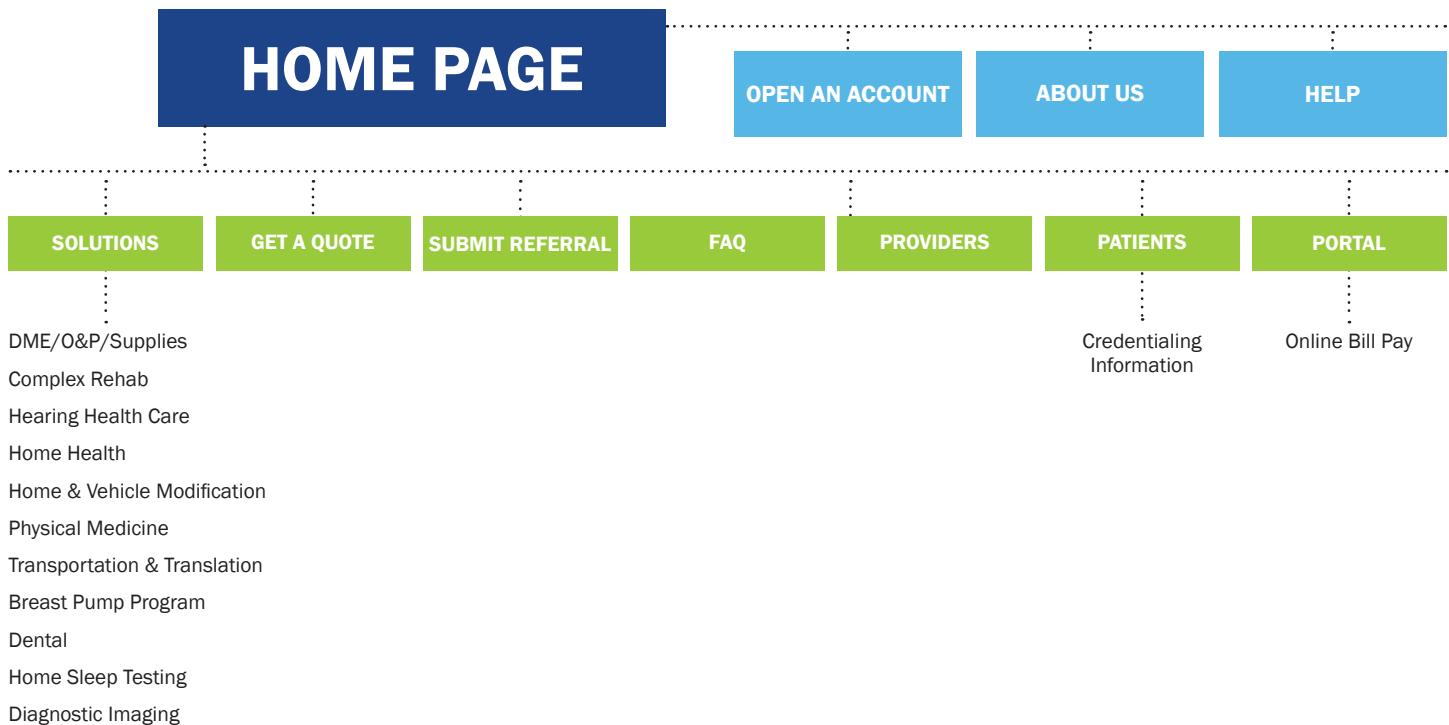
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Marketing Site
vgmhomelink.com

SITE MAP

The site map is a list of pages on a website. Site maps are used during the planning of a website by its designers and those who manage the marketing of the site. Human-visible listings, typically hierarchical, of the pages on a site. Structured listings intended for web crawlers such as search engines.

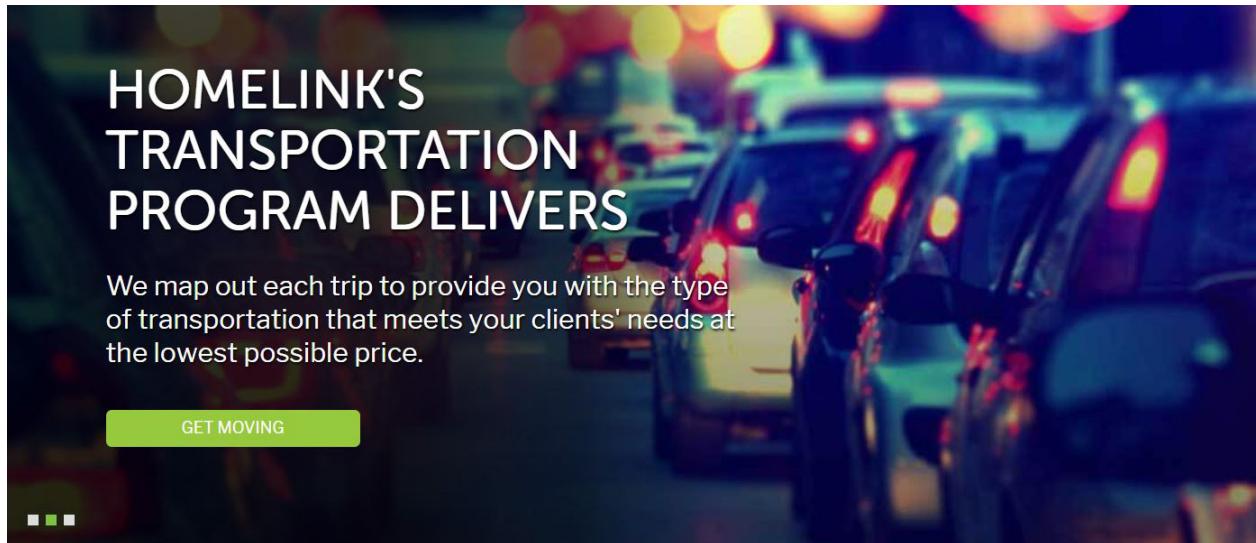


CALL TO ACTION

A call to action (CTA) is a prompt on a website that tells the user to take some specified action. A call to action is typically written as a command, such as ‘Sign Up’ or ‘Buy Now’ and generally takes the form of a button or hyperlink.

Marketing Message

A marketing message can link to various pages throughout the HOMELINK site or link to external sites. It is editable through the CMS (*content management system*) by HOMELINK’s dedicated content authors and publishers.



Register for Portal

Claims Professionals and Providers are able to register for an account with HOMELINK for quick and easy online tracking. To enroll, claims professionals will need an email address and will be asked to create a password. Providers will need their HOMELINK provider number, an email address and they will be asked to create a password to enroll.



A screenshot of the HOMELINK website. At the top, there's a dark header bar with the HOMELINK logo, a search bar, and navigation links like 'Open an Account', 'About Us', 'Help', '(800) 482-1993', and 'Search Site'. Below the header is a main menu with 'SOLUTIONS', 'GET A QUOTE', 'SUBMIT REFERRAL', 'FREQUENTLY ASKED QUESTIONS', 'PROVIDERS', 'PATIENTS', and 'PORTAL' (which is highlighted in blue). The main content area features a large image of a modern building at night. Below the image, the URL 'Home > Portal > Member Login' is shown, followed by the heading 'HOMELINK ACCOUNT LOGIN'. On the left, there's a section titled 'DON'T HAVE AN ACCOUNT?' with a 'CREATE AN ACCOUNT TODAY!' button. On the right, there's a 'Login' form with fields for 'Provider Number', 'Username / Email Address', 'Password', and a 'LOGIN' button. There's also a 'Forgot Your Password?' link.

Login

HOMELINK offers a Provider and an Insurance Partners portal. This was setup to allow both types of users to access their information and to check status of referrals in one location behind a password protected portal.

Providers
View referral data, in-network payers, orders and claim information.
[LOGIN NOW](#)

Insurance Partners
See all the services we offer and how we can help your business.
[LOGIN NOW](#)

CALL TO ACTION

Get a Quote

HOMELINK has a Get a Quote form which goes directly to a dedicated team for review and responding to the Claims Professional. Form redirects to <https://hmeforms.com/get-a-quote-form.aspx>.

 **HOMELINK** (300) 482-1993

Get A Quote
HOMEPAGE > GET A QUOTE

HOMELINK® appreciates being able to serve patients and caregivers directly. Please use the following form to order any product. Those marked with an * are mandatory fields.

Your Name *

Phone *

Company *

Email *

Patient Information

SSN Ins/Claim ID #
Last Name First Name
Street City
State * Zip
Home Phone Alt Phone

Gender Male Female DOB

Weight (lbs) Height ft in

Billing Information (Insurance Information)

Insurance Type Company *
Street City State
Zip Phone
Contact

Items / Services Requested *

Items: Include Product Number if available

Notes or special instructions

8 N C 5
[Refresh Image](#)

Enter the code from the image above
(case-sensitive)

Please fax your prescription for the requested services to 1-866-271-1814. You will be contacted by a HOMELINK Associate to verify this order prior to processing.

Orders are received and processed the same day, however, accounts are updated in the system by the next business day.
Orders are processed 7 am - 7 pm CT. If it is after hours and this order is urgent, please call 800-482-1993 (Group Health) or 800-571-2943 (Work Comp/Auto) and have us paged. We'd be happy to assist you.

Quick Referral

This form goes directly to HOMELINK's VIPER system to enter a new referral for review.

When selecting "Submit a Referral" the user is redirected to our quick referral form at <https://hmeforms.com/case-managers-quick-referral.aspx>.

 **HOMELINK** (800) 482-1993

Quick Referral
HOMEPAGE - CASE MANAGERS - QUICK REFERRAL

HOMELINK® appreciates being able to serve patients and caregivers directly. Please use the following form to order any product. Those marked with an * are mandatory fields.

Your Name *

Phone *

Company *

Email *

Patient Information

SSN INS/Claim ID # *
Last Name * First Name *
Street City *
State * Zip *
Home Phone Alt Phone

Gender Male Female DOB *
Weight (lbs) Height ft in

Physician Information

Last Name * First Name *
Phone * Fax

Billing Information (Insurance Information)

Insurance Type Company *
Street City State
Zip Phone *
Contact

Items / Services Requested *

Items: Include Product Number if available

Notes or special instructions

File Attachment (Browse to attach a file to your order such as a prescription or other documentation.)

Upload a File (.pdf, .rtf, .tif) (Max Size: 20MB)

5 J 7 J
[Refresh Image](#)

Enter the code from the image above (case-sensitive)

Please fax your prescription for the requested services to 1-866-271-1814. You will be contacted by a HOMELINK Associate to verify this order prior to processing.

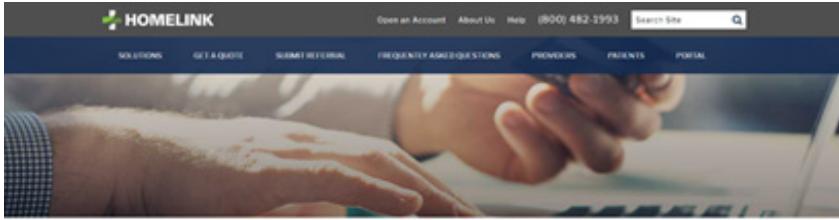
Orders are received and processed the same day; however, accounts are updated in the system by the next business day.

Orders are processed 7 am - 7 pm CT. If it is after hours and this order is urgent, please call 800-482-1993 (Group Health) or 800-571-2943 (Work Comp/Auto) and have us paged. We'd be happy to assist you.

CALL TO ACTION

Online Bill Pay

Allows users to complete the form below to pay their HOMELINK bill through a secure online payment gateway. Once a payment has been submitted, the user will get an email receipt of the transaction to keep for their records.



The screenshot shows the HOMELINK website's "Online Bill Pay" page. At the top, there is a navigation bar with links for "Open an Account", "About Us", "Fax: (800) 482-1993", "Search Site", and various service links like "SOLUTIONS", "GET A QUOTE", "SUBMIT REFORM", "FREQUENTLY ASKED QUESTIONS", "PROVIDERS", "PATIENTS", and "PORTAL". Below the navigation is a large photograph of a medical professional's hands performing a procedure on a patient's arm. The main title "ONLINE BILL PAY" is centered above the form fields. The form itself is divided into sections: "Account Information" (with fields for First Name, Middle Name, Last Name, Address, City, State, Zip, Phone, Email, and Company Name), "Payment Information" (with fields for Account Number, Invoice, Payment Amount, and a "Pay Now" button), and "Card Type" (with options for VISA, MasterCard, and American Express). At the bottom, there is a "SUBMIT PAYMENT" button and a "Refund Policy" link with a small note about refunds.

Credentialing Information

HOMELINK created several links that open PDF's for provider credentialing information. The PDF's open in a new window, and are stored in the CMS VPanel uploads file.

In order to become a credentialed HOMELINK provider, download the appropriate credentialing application below:

- [Chiropractic, Acupuncture, and/or Massage Therapy](#)
- [Contractor](#)
- [Diagnostic Imaging](#)
- [DMEPOS](#)
- [Hearing Health Care](#)
- [Home Health](#)
- [Language Services](#)
- [Physical Medicine](#)
- [Transportation](#)

Site Search

Site search is an activity performed on a website and not on search engines. Site search is done through internal search engines.

The screenshot shows a search interface. At the top, there is a dark header bar with a phone number (800) 482-1993, a "Search Site" button, and a magnifying glass icon. Below this is a breadcrumb navigation bar with "Home > Site Search". The main area is titled "SITE SEARCH". A search input field contains the word "claims", and a "SEARCH" button is to its right. Below the search results, there is a pagination control with "« Prev", a blue-highlighted page number "1", and "Next »". At the bottom, it says "4 Page Results Found". A section titled "HOMELINK Therapy Network" is shown, with a brief description: "HOMELINK Therapy Network (HTN) provides access to a national network of premier outpatient rehabilitation providers. THE FOCUS IS ON INDIVIDUALIZED AND EVIDENCE-BASED TREATMENT PROTOCOLS THAT PROMOTE A SAFE, TIMELY AND COST-EFFECTIVE RETURN TO WORK AND PREVIOUS LEVEL OF FUNCTIONING. BY USING OUR PROPRIETARY CENTRALIZED SCHEDULING SYSTEM..." and a "VIEW PAGE" button.

CALL TO ACTION

Contact Us

The Contact Us form was created for any website user to communicate questions directly to HOMELINK. The form request is submitted behind the secured CMS VPanel. Once submitted, a notice goes out to dedicated email address notifying them of a new Contact Us form submission.

The screenshot shows the HOMELINK website's contact page. At the top, there's a navigation bar with links for 'SOLUTIONS', 'GET A QUOTE', 'SUBMIT REFERRAL', 'FREQUENTLY ASKED QUESTIONS', 'PROVIDERS', 'PATIENTS', and 'PORTAL'. Below the navigation is a search bar. The main content area features a heading 'WE'RE HERE TO HELP' and a question 'Do you have questions about the services available to you through HOMELINK? No problem!'. It includes a form for entering Name, Phone, Email, and Comments, followed by a 'SUBMIT FORM' button. To the right, there's a 'HOMELINK TEAM MAP' section with various team members listed with their contact information and a 'GET DRIVING DIRECTIONS' button. The teams listed include Marketing, Billing, Compliance and Privacy, Credentialing, Group Health, Nursing Marketing and Contracting, Provider Relations, Transportation, and Workers' Compensation.

WE'RE HERE TO HELP

Do you have questions about the services available to you through HOMELINK? No problem!

Our team is ready to answer any questions you have. To reach out to our team, simply fill out the contact form below. A member of the HOMELINK team will review your submission and get back to you soon.

Name

Phone

Email

Comments

SUBMIT FORM

HOMELINK TEAM MAP

HOMELINK Marketing
Phone: 800-482-1993
1111 W. San Maran Drive
Waterloo, IA 50704

GET DRIVING DIRECTIONS

HOMELINK Billing
Phone: 888-820-0355

HOMELINK Compliance and Privacy
Phone: 866-546-6893

HOMELINK Credentialing
Phone: 800-482-1993 x 4513

HOMELINK Group Health
Phone: 800-482-1993

HOMELINK Nursing Marketing and Contracting
Phone: 877-393-7048

HOMELINK Provider Relations
Phone: 800-482-1993

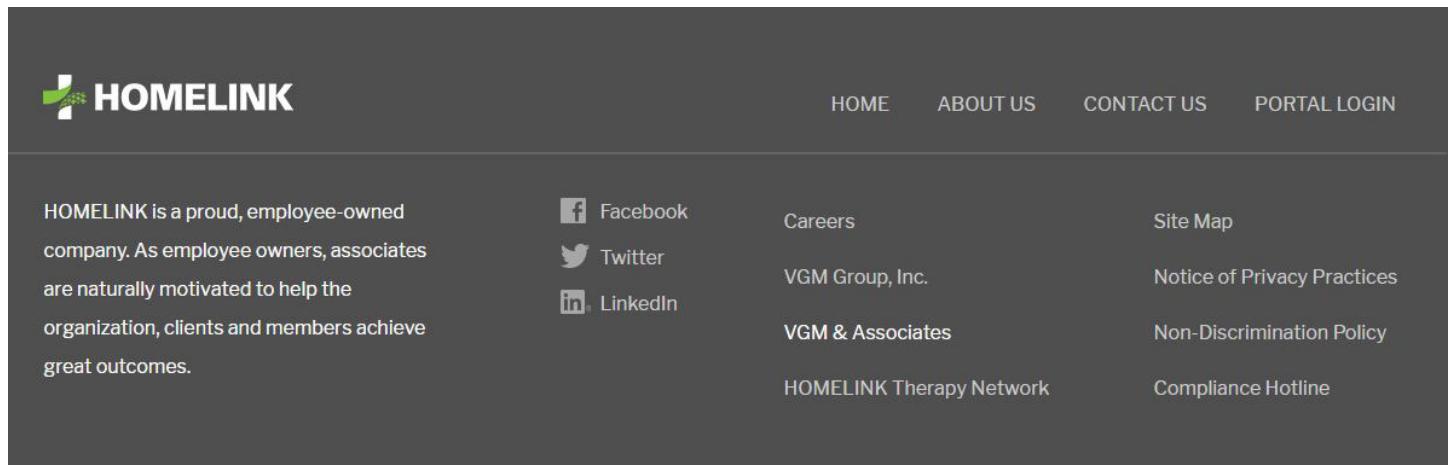
HOMELINK Transportation
Phone: 866-496-3580

HOMELINK Workers' Compensation
Phone: 800-571-2943
1111 W. San Maran Drive
Waterloo, IA 50704

GET DRIVING DIRECTIONS

External Footer Links

Throughout HOMELINK's website there are external links. The links shown below are kept in the footer and displayed on each page. They include links to HOMELINK's corporate company, and HOMELINK social media accounts. Additional links in the footer stay within the site.



The screenshot shows the HOMELINK website footer. On the left, there is a logo consisting of a stylized green 'H' with three stars above it, followed by the word 'HOMELINK' in a bold, sans-serif font. To the right of the logo are four navigation links: 'HOME', 'ABOUT US', 'CONTACT US', and 'PORTAL LOGIN'. Below these links is a horizontal line. Underneath the line, there is a paragraph of text about HOMELINK being a proud, employee-owned company. To the right of this text are four social media links: Facebook, Twitter, LinkedIn, and a generic 'External Link' icon. Further to the right are six additional links: 'Careers', 'VGM Group, Inc.', 'VGM & Associates', 'HOMELINK Therapy Network', 'Site Map', 'Notice of Privacy Practices', 'Non-Discrimination Policy', and 'Compliance Hotline'.

HOMELINK is a proud, employee-owned company. As employee owners, associates are naturally motivated to help the organization, clients and members achieve great outcomes.

[Facebook](#) [Twitter](#) [LinkedIn](#) [External Link](#)

[Careers](#) [VGM Group, Inc.](#) [VGM & Associates](#) [HOMELINK Therapy Network](#)

[Site Map](#) [Notice of Privacy Practices](#) [Non-Discrimination Policy](#) [Compliance Hotline](#)

Facebook: <https://www.facebook.com/Homelink1993/>

Twitter: <https://twitter.com/VGMHomelink>

LinkedIn: <https://www.linkedin.com/company/homelink-the-vgm-group/>

Careers: <https://careers.vgmgp.com/>

VGM Group: <https://www.vgmgp.com/>

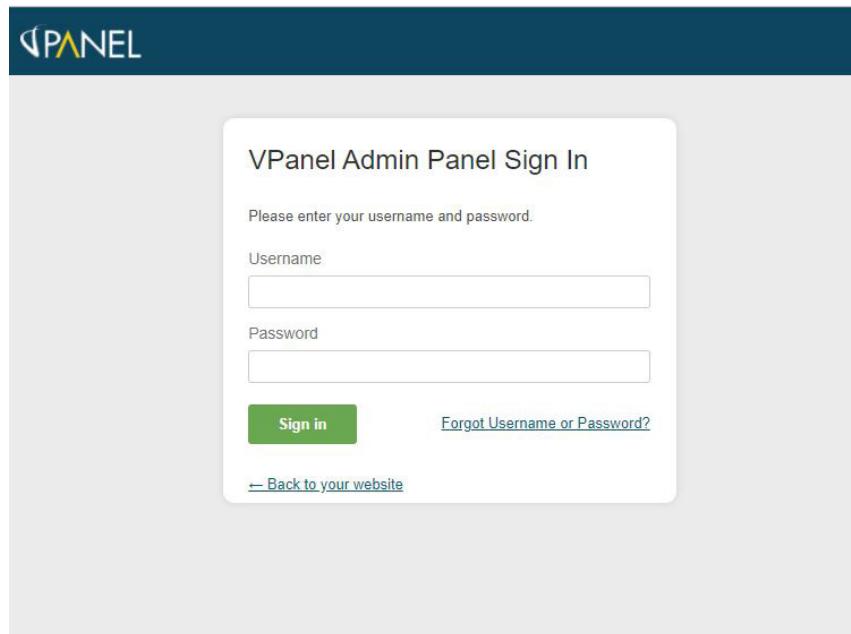
CMS VPanel
vgmhomelink.com

OVERVIEW

Ability to add pages, links and documents to the site's navigation.
“What you see is what you get” (WYSIWYG) text editor – looks and functions like a word processor. Includes online form submission tracking and password protected information. Assigns administrative and publishing roles to members of staff.

Login

VPanel is protected by user name and password. It is associated with VGM's active directory. It can be accessed by specified users at **<https://www.vgmhomelink.com/VPanel>**



OVERVIEW

Dashboard

VPanel dashboard is the hub for navigating, overview of Google Analytics, form submissions, account information, managing users, audit log, and technical support.

The screenshot displays the VPanel dashboard interface. At the top, there's a dark header bar with the VPanel logo, the URL "VGM HOMELINK", and user information "shannonk". Below the header is a navigation menu with links: OVERVIEW, PAGE BUILDER, PORTAL USERS, FORM BUILDER, FORMS, MODULES, and USERS. The main content area is titled "Overview" and contains the following sections:

- VGM HOMELINK**: Shows the website URL <https://www.vgohomeink.com>.
- Account Information**: Displays details: Name: Shannon Kazynski, Username: shannonk, Last Password Change: 2 months ago, Last Login Date: 03/27/18 9:34 am.
- Form Notifications**: Lists recent form submissions:
 - Account Setup: 48 New
 - Accredited DME Credentialing Form: 0 New
 - CEU Request: 2 New
 - Contact Form: 363 New
 - Credentialing Form: 0 New
 - DME Credentialing Form: 0 New
 - HOMELINK Appreciation: 23 New
 - Quick Contact Form: 318 New
 - Translation Credentialing Form: 0 New
 - Transportation Credentialing Form: 0 New
- User Administration**: Includes links for Manage Users, Create Users, and Audit Log.
- 30 Days Visits**: A line chart showing monthly website traffic. The chart shows fluctuating visits between approximately 150 and 600 over the last 30 days.
- Weekly Page Views**: A line chart showing weekly page views. The chart shows a general downward trend from about 3,000 views in week 1 to around 1,500 views in week 4.
- Traffic Sources**: A donut chart showing the distribution of traffic sources. The largest source is 78.2% (blue), followed by 17.3% (orange), 11.8% (green), and 23.5% (red).
- Top Visited Pages**: A donut chart showing the distribution of top visited pages. The largest page is 55.2% (blue), followed by 23.5% (red), 11.8% (green), and 17.3% (orange).

At the bottom of the dashboard, there's a footer bar with the text "Has something gone haywire with VPanel? Try submitting a technical issue so we can look at it." and a yellow button labeled "Submit a technical issue".

PAGE BUILDER

Page Builder Overview

The page builder overview shows you each page and subpage, and whether they are active or inactive. It includes ability to add a link, page, or document. It also includes files upload, assets, recycling bin and URL redirects.



The screenshot shows the Page Builder Overview interface. On the left, there is a vertical sidebar with icons for PAGES, FILE UPLOADS, ASSETS, RECYCLE BIN, and URL REDIRECTS. The main area is titled "Pages" and contains a list of pages with their names, subpages, and options. At the top right, there are three buttons: "Add Link" (gray), "Add Document" (gray), and "Add Page" (green). The list includes:

PAGE NAME	OPTIONS
Home Page	
Solutions 11 SUBPAGES	
Get a Quote	
Submit Referral	
Frequently Asked Questions	
Providers 3 SUBPAGES	

PAGE BUILDER

Key Terms

These key terms will help navigate the VPanel and are used throughout.

NAV NAME: Used in the navigation menus but it will not show up in the page itself.

TITLE: Shown just before the content on the header.

SUB TEXT: Used in the navigation menu. Will show as the title text.

LINK: Adds the URL link.

WINDOW TARGET: Allows the user to choose opening a new window or staying in the same browser window. If you take user away from the site, target a new window. If it is within the site, target same window.

ALTERNATIVE TEXT: Instructions for where the link goes, the action it takes, or what the image is about.

SHOW IN NAV: Select page to appear in the navigation.

STATUS: Mark as ‘active’ if you are ready for it to be live, or inactive if you don’t want people to see it.

DOCUMENT: Choose document from list, or upload new document.

DIRECT URL Use to create a friendly URL. If left blank VPanel will create one.

SHOW BREADCRUMBS: Shows the path taken to get to the page you are on. Asks if you want to see the path on the page or not.

MEMBERS ONLY: Allows member only logins to view this page.

PARENT: Select ‘root’ lever if you want it in the main navigation. Select a parent page if it is a subpage.

Pages

The page builder overview shows you each page and subpage and whether they are active or inactive. Includes ability to add a link, page, or document. It also includes file uploads, assets, recycling bin and URL redirects.

REORDER: To reorder the pages: click, drag, and drop the page in the order you would like it to appear. This change is immediate and does not require a save or publish.

SUBPAGES: To see the subpages: click on the gray square to the left of the page name. This will expand the subpages. To hide the subpages, click on the gray square again.

Ex: Subpages not expanded

A screenshot of a web-based page builder interface. At the top, there's a header with the word "Solutions" and "11 SUBPAGES". Below the header, there are several items listed: "Get a Quote", "Submit Referral", and "Frequently Asked Questions", each preceded by a small gray square icon. The background is white with horizontal lines separating the sections.

Ex: Subpages expanded

A screenshot of the same web-based page builder interface, but with the "Solutions" page expanded. At the top, the "Solutions" header and "11 SUBPAGES" are present, along with "EDIT", "DELETE", and "+ PAGE DOC LINK" buttons. Below the header, the "DME/O&P/SUPPLIES" subpage is expanded, showing its own sub-subpages: "Hearing Healthcare", "Home Health", and "Home & Vehicle Modification", each with its own small gray square icon. The background is white with horizontal lines separating the sections.

PAGE BUILDER

Pages

ADD LINK: If a page doesn't require editable content, but needs a navigation item to another website, or static page within the site, use the Add a New Link.

Add a New Link

Settings Save

Link Settings	
Nav Name *	<input type="text"/>
Sub Text	<input type="text"/>
Link	<input type="text"/>
Window Target	<input checked="" type="radio"/> Same Window <input type="radio"/> New Window
Show in Nav	<input checked="" type="radio"/> Yes <input type="radio"/> No
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

Parent

[Root Level]

Solutions

- DME/ O&P/ SUPPLIES
- Hearing Healthcare
- Home Health
- Home & Vehicle Modification
- Therapy Network
 - FloridaHTNContract
 - GeorgiaHTNContract
 - IllinoisHTNContract
 - IndianaHTNContract

ADD DOCUMENT: To reorder the pages you simply click, drag, and drop the page in the order that you would like it to appear. Change is immediate and does not require a save or publish.

Add a New Document

Settings Save

Document Settings	
Nav Name *	<input type="text"/>
Sub Text	<input type="text"/>
Show in Nav	<input checked="" type="radio"/> Yes <input type="radio"/> No
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Documents	Choose One...
<ul style="list-style-type: none">3.pdfAetna_Individual_Provider_Addendum.pdfAgreement - Translation.pdfAgreement - Transportation.pdfArizona HTN Agreement 72117.pdfColorado HTN Agreement 72117.pdfConnecticut HTN Agreement 72117.pdfCredentialing Application DME HME O&P.PDF	
<p> Upload Document</p>	

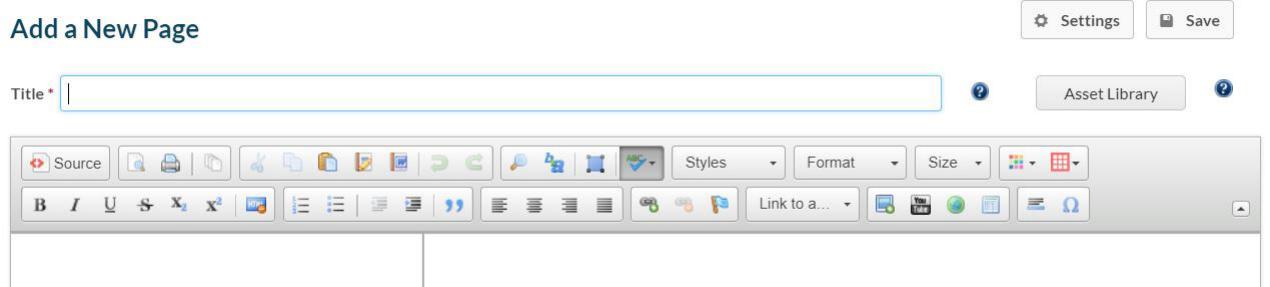
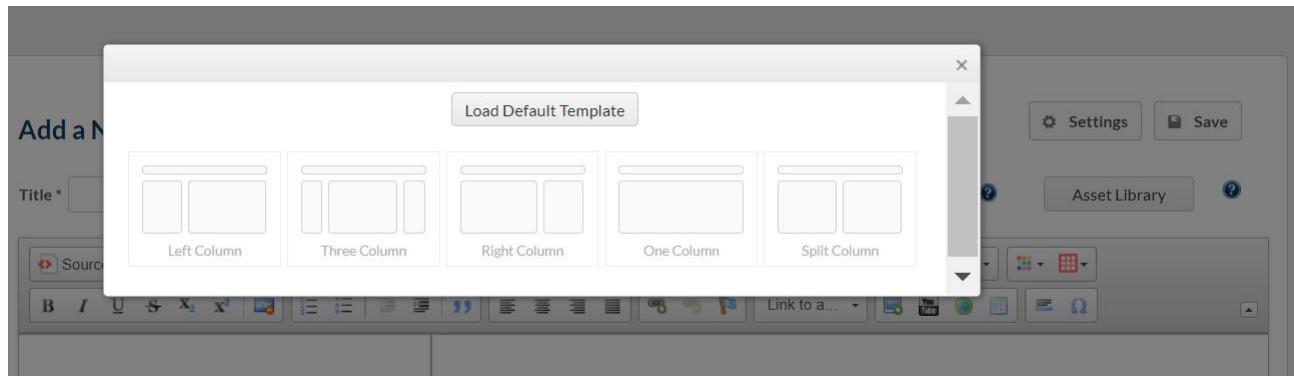
Parent

[Root Level]

Solutions

- DME/ O&P/ SUPPLIES
- Hearing Healthcare
- Home Health
- Home & Vehicle Modification
- Therapy Network
 - FloridaHTNContract
 - GeorgiaHTNContract
 - IllinoisHTNContract
 - IndianaHTNContract

ADD PAGE: Create a standard web page with editable content. Ability to select a template, add assets, link documents, embed video and images using the WYSIWYG (What you see is what you get).



PAGE BUILDER

Pages

Modify Pages: Editing information on existing pages is done by hovering over the page you want to edit and clicking on the modify button.

You can also add a page, a link, or a document under the selected page as a subpage by selecting one of the options in the green bar. Instructions are as stated on pages 20-21.

To Delete a page, click on the red button, it will then move to the left and confirm deletion. Once deleted, the page then goes to the recycling bin where it can be restored. Once deleted from the recycling bin, it is no longer retrievable.

Pages

Add Link Add Document Add Page

PAGE NAME OPTIONS

Home Page	EDIT	DELETE	PAGE DOCUMENT LINK
Solutions 11 SUBPAGES			
DME/ O&P/ SUPPLIES	EDIT	DELETE	PAGE DOCUMENT LINK
Hearing Healthcare			
Home Health			

Pages

Modify Page

Editing Solutions :: DME/ O&P/ SUPPLIES

Settings Preview Save Publish

Title * DME/ O&P/ SUPPLIES Asset Library

With over 32,000 provider and manufacturer relationships, HOMELINK is the leader in the DME/O&P/Supply industries. With the help of experts who are intimately involved in every aspect of the business from regulation to equipment manufacturing, **you will not find another provider network as insightful as HOMELINK.**

Source: Used to make edits with HTML coding.

Preview: Preview the content on the page.

Print: Prepares content in a print friendly way without the background images.

Content Template: Image and content template for easy edit.

Cut: Highlight information you want to cut and move.

Copy: Highlight information to be copied.

Paste: Paste the cut/copied information in the area of the cursor.

Undo: Undo changes made.

Redo: Add back changes you have undone.

Find: Search by key words throughout the page being edited.

Replace: Find and replace text that needs to be changed.

Select All: Select all content on the page being edited.

Check Spelling: Check the spelling on the page being edited.

Styles: Various styles that you can use to update your content.

Normal: Predetermined styles for consistency throughout the site.

Size: Ability to update size of text as needed.

Text color: Change the color of text.

Background Color: Change the background color of the text.

Bold: Make selected font bold.

Italic: Make selected font italic.

Underline: Make selected font have an underline.

Strike through: Make selected font with strike through.

Subscript: Add a subscript to content.

Superscript: Add a superscript to content.

Remove Format: Strips out styling from the back end of content coming from other locations.

Bulleted List (Numbered or bullet) : Add/Remove numbered or bulleted list.

Decrease Indent: Make indent less.

Increase Indent: Make indent more.

Block Quote: Create a block quote within the content.

Text Alignment: Left, center, right and fill the space evenly.

Link: Add or edit a link within the content.

Unlink: Remove a link.

Anchor Link: Create a link that goes to a specific section of a page.

Link to: Select a link that currently exists within the site.

Image: Add an image to content.

Video: Embed video to content.

iFrame: Embed iFrame video to content.

Table: Add table to content.

Insert Horizontal Line: Add a line to add a break in content.

Special Character: Add special characters.

PAGE BUILDER

Page Settings

Each page has its own settings that can be viewed and updated as needed. You are able to select background images, select who can view the page, update SEO settings, and view revisions history.

Background Image



Update Background Delete Background

Show Bread Crumb Yes No ?

Members Only Yes No ?

Roles / Groups Allowed Providers Case Managers ?

Show in Nav Yes No ?

Status Active Inactive

SEO Settings

SEO Settings

Meta Title	Durable Medical Equipment & O&P Supplies 25 Characters Remaining
Meta Keywords	durable medical equipment orthotic equipment prosthetics rent-to-purchase program miscellaneous code management product substitution commodity review 6 Characters Remaining
Meta Description	Work with VGM HOMELINK to reduce your costs related to durable medical equipment and orthotics and prosthetics supplies 35 Characters Remaining

META TITLE: Shows as the title text bar or tab of the users browser. Used by search engines to display search result pages.

META KEYWORDS: A specific type of meta tag that appears in the HTML code of a Web page and helps tell search engines what the topic of the page is.

META DESCRIPTION: The meta description is a snippet of up to 320 characters, a tag in HTML, that summarizes a page's content. Search engines show the meta description in search results mostly when searched phrase is contained in the description. Optimizing the meta description is a very important aspect of on-page SEO.

REVISION HISTORY:

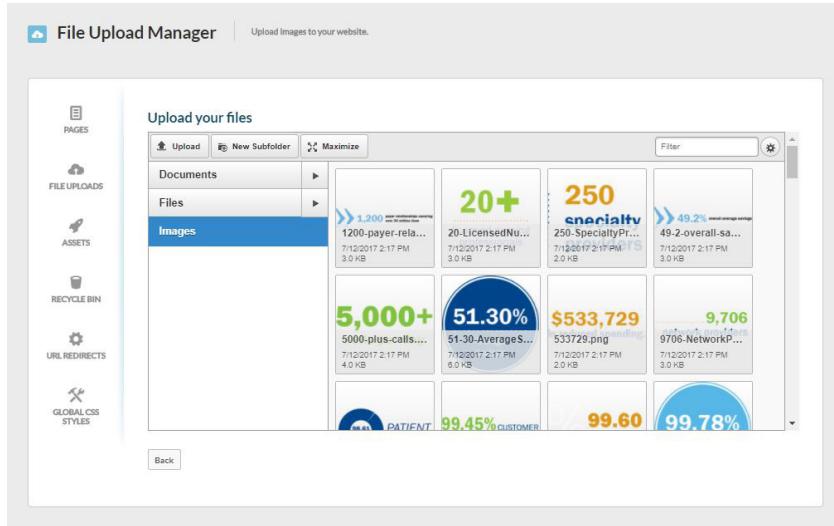
Review audit of changes to the site. Ability to open previous versions of the site, compare side by side or view, and see who has made the changes on what date.

Revision History		
Date	User	Options
08/16/17 10:53 AM	@forbin-admin	Open Compare View
08/16/17 10:53 AM	@forbin-admin	Open Compare View
06/16/17 2:26 PM	@forbin-admin	Open Compare View
06/12/17 12:16 PM	nickc	Open Compare View

PAGE BUILDER

File Uploads

VPanel has a storage area where documents files and images can be stored, linked, and added throughout the site.



The screenshot shows the 'File Upload Manager' interface. On the left, there's a sidebar with icons for PAGES, FILE UPLOADS (which is selected), ASSETS, RECYCLE BIN, URLREDIRECTS, and GLOBAL CSS STYLES. The main area is titled 'Upload your files' and shows a grid of uploaded items. The 'Images' tab is selected. The grid contains several cards with statistics: '1,200+ 1200-payer-rela...', '20+ 20-LicensedD...', '250 specialty 250-SpecialtyPr...', '49.2% 49.2%-overall-s...', '5,000+ 5000-plus-call...', '51.30% 51.30-Average S...', '\$533,729 \$533729.png', '9,706 9,706-NetworkP...', and two smaller cards for 'PATIENT' and 'CUSTOMER' with percentages 99.45% and 99.60% respectively. There are also 'Back' and 'Upload' buttons at the bottom.

Assets

Assets

Variable HTML Widget

An asset is pagebuilder specific code that lets you insert dynamic and/or shared content within pages in your site. An asset can be considered a shortcut to another section of code or content.

View All		Search Grid			Clear	
Name	Asset Key	Type	Status	Options		
Become A Provider Tab	**BECOME-A-PROVIDER-TAB**	Tabbed Content	Active	<button>Modify</button>	<button>Delete</button>	
Company Legal Name	**COMPANY-LEGAL-NAME**	Variable	Active	<button>Modify</button>	<button>Delete</button>	
Company Name	**COMPANY-NAME**	Variable	Active	<button>Modify</button>	<button>Delete</button>	
Company Short Name	**COMPANY-SHORT-NAME**	Variable	Active	<button>Modify</button>	<button>Delete</button>	
Contact Email	**CONTACT-EMAIL**	Variable	Active	<button>Modify</button>	<button>Delete</button>	
Contact Phone	**CONTACT-PHONE**	Variable	Active	<button>Modify</button>	<button>Delete</button>	
Toll Free Number	**TOLL-FREE-NUMBER**	Variable	Active	<button>Modify</button>	<button>Delete</button>	
Top Viewed Pages	**TOP-VIEWED-PAGES**	Snippet	Active	<button>Modify</button>	<button>Delete</button>	

Recycle Bin

Recycle Bin

Content that is deleted from the site is not permanently deleted but is transferred to the Recycle Bin. From this screen, content can be permanently purged from the system, or restored to its original location on your website.

				Search Grid	 Clear
Name	Url	Last Published	Options		
test	/test	Mar 14, 2018 @ 1:51 PM	 RESTORE	 DELETE	
HOMELINK Appreciation	/homelink-appreciation	Jan 31, 2018 @ 2:51 PM	 RESTORE	 DELETE	
Bob	/bob	Jan 18, 2018 @ 3:28 PM	 RESTORE	 DELETE	
Form Test Page	/form-test-page	Nov 10, 2017 @ 8:43 AM	 RESTORE	 DELETE	
ExecSum-SFUSD -10.3.17		Oct 04, 2017 @ 3:44 PM	 RESTORE	 DELETE	
FloridaHTNContract	Florida HTN Contract	Sep 13, 2017 @ 7:34 AM	 RESTORE	 DELETE	
FloridaHTNContract	/uploads/userfiles/files/documents/Fl... HTN Provider Agreement 72117.pdf	Sep 13, 2017 @ 7:32 AM	 RESTORE	 DELETE	
FloridaHTNContract	/uploads/userfiles/files/documents/Fl... HTN Provider Agreement 72117.pdf	Sep 12, 2017 @ 4:01 PM	 RESTORE	 DELETE	

URL Redirect

URL Redirects

There are currently 117 URL Redirects.

				Search Grid	 Clear
Match	Url	Date Added	Options		
/mynexusGA	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 0058/t/page/fm/0	Aug 28, 2017 @ 12:21 PM	 TEST URL	 MODIFY	 DELETE
/mynexusNY	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 0059/t/page/fm/0	Aug 28, 2017 @ 12:22 PM	 TEST URL	 MODIFY	 DELETE
/myNexus	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 0053/t/page/fm/0	Aug 28, 2017 @ 12:54 PM	 TEST URL	 MODIFY	 DELETE
/GEHA	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 0050/t/page/fm/0	Aug 28, 2017 @ 12:54 PM	 TEST URL	 MODIFY	 DELETE
/hpi2016review	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 0051/t/page/fm/0	Aug 28, 2017 @ 12:55 PM	 TEST URL	 MODIFY	 DELETE
/humana	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 004d/t/page/fm/0	Aug 28, 2017 @ 12:57 PM	 TEST URL	 MODIFY	 DELETE
/mymatrixx	http://marketing.vgmhomelink.com/acton/fs(blocks/showL... 004c/t/page/fm/0	Aug 28, 2017 @ 12:57 PM	 TEST URL	 MODIFY	 DELETE

FORM BUILDER

Form Builder: Form builder is used to create quick forms for various marketing and information gathering needs. Submissions are stored behind the password protected VPanel. Each form created is made into an asset that can be placed on pages throughout the site.

Manage Forms

Manage Forms

There are currently 12 forms.

Name	Asset Key	Last Modified Date	Status	Options
Account Setup	**ACCOUNT-SETUP**	10/19/2017	Active	SUBMISSIONS CONFIG MODIFY DELETE
Accredited DME Credentialing Form	**ACCREDITED-DME-CREDENTIALING-FORM**	08/21/2017	Active	SUBMISSIONS CONFIG MODIFY DELETE
CEU Request	**CEU-REQUEST**	01/31/2018	Active	SUBMISSIONS CONFIG MODIFY DELETE
Contact Form	**CONTACT-FORM**	06/26/2017	Active	SUBMISSIONS CONFIG MODIFY DELETE
Credentialing Form	**CREDENTIALING-FORM**	06/12/2017	Active	SUBMISSIONS CONFIG MODIFY DELETE
DME Credentialing Form	**DME-CREDENTIALING-FORM**	08/16/2017	Active	SUBMISSIONS CONFIG MODIFY DELETE
Home and Vehicle Credentialing Form	**HOME-AND-VEHICLE CREDENTIALING-FORM**	08/21/2017	Active	SUBMISSIONS CONFIG MODIFY DELETE

Configure: In the VPanel you are able to view submissions by form type. Change the configuration of the form. Determine what dedicated email should get the notification of submissions and edit the Success Message. By selecting modify you are able to change form questions. You can also delete forms that have been created.

USERS

Site admins are able to select specific user roles within the VPanel. This allows for more controlled usability. You are able to set these settings when creating a new user, as well as modifying an existing user.

Manage Users

There are currently 25 records.

Username	Administrator Name	Email Address	Status	Last Login Date	Options
ashleyg	Ashley Graff	ashley.graff@vqm.com	Active	04/11/18 1:53 PM	<button>MODIFY</button> <button>DELETE</button>
brittanya	Brittany Adams	brittany.adams@vqm.com	Active	01/09/18 4:25 PM	<button>MODIFY</button> <button>DELETE</button>
jasons	Jason Sadler	jason.sadler@vqm.com	Active	-	<button>MODIFY</button> <button>DELETE</button>
jenny	Jenny Yoder	jenny.yoder@vqm.com	Active	01/31/18 1:54 PM	<button>MODIFY</button> <button>DELETE</button>
jessicab	Jessica	jessicab@forbin.com	Active	-	<button>MODIFY</button> <button>DELETE</button>
jillw	Jill Waddle	jill.waddle@vqm.com	Locked	09/28/17 12:41 PM	<button>MODIFY</button> <button>DELETE</button>
jamesn	Jim Nygren	jim.nygren@vqm.com	Active	02/09/18 11:16 PM	<button>MODIFY</button> <button>DELETE</button>
joshw	Josh Willms	josh.willms@vqm.com	Active	02/08/18 8:54 AM	<button>MODIFY</button> <button>DELETE</button>
kelseyw	Kelsey Wedemeler	kelsey.wedemeler@vqm.com	Active	03/14/18 4:55 PM	<button>MODIFY</button> <button>DELETE</button>
lisap	Lisa Pierce	lisa.pierce@vqm.com	Active	04/10/18 4:03 PM	<button>MODIFY</button> <button>DELETE</button>
lhoepner	Lori D. Hoeppner	lori.hoeppner@vqm.com	Active	04/11/18 6:34 AM	<button>MODIFY</button> <button>DELETE</button>
marcellw	Marcell Wright	marcell.wright@vqm.com	Active	04/11/18 2:05 PM	<button>MODIFY</button> <button>DELETE</button>
mkauten	Matthew Kauten	mkauten@forbin.com	Active	04/10/18 11:24 AM	<button>MODIFY</button> <button>DELETE</button>
mellissaj	Melissa Johnson	melissa.johnson@vqm.com	Active	10/03/17 8:44 AM	<button>MODIFY</button> <button>DELETE</button>
misacson	Michael Isaacson	michael.isaacson@vqm.com	Active	11/27/17 2:34 PM	<button>MODIFY</button> <button>DELETE</button>
monicaz	Monica Rogan	monica.rogan@vqm.com	Active	02/13/18 10:52 AM	<button>MODIFY</button> <button>DELETE</button>
nickc	Nick Corwin	ncorwin1111@gmail.com	Active	04/03/18 1:57 PM	<button>MODIFY</button> <button>DELETE</button>
nernst	Nicole Ernst	nicole.ernst@vqm.com	Active	04/10/18 11:00 AM	<button>MODIFY</button> <button>DELETE</button>

 **Users** Add / Edit / Remove users and view activity.

 **CREATE USER**

 **MANAGE USERS**

 **AUDIT LOG**

Administration Panel Users -- (Modify)

Insert the user information below and save.

Master Admin * Yes No

Name *	<input type="text" value="Nick Corwin"/>
E-Mail *	<input type="text" value="ncorwin1111@gmail.com"/>
Username *	<input type="text" value="nickc"/>
Roles / Permissions	<ul style="list-style-type: none"><input checked="" type="checkbox"/> User Manager<input checked="" type="checkbox"/> Audit Log Manager<input checked="" type="checkbox"/> Content Author<input checked="" type="checkbox"/> Content Publisher<input checked="" type="checkbox"/> Form Viewer<input checked="" type="checkbox"/> Delete Permission<input checked="" type="checkbox"/> Portal Manager
Status *	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Locked

Back **Save**

HOMELINK Portal
vgmhomelink.com

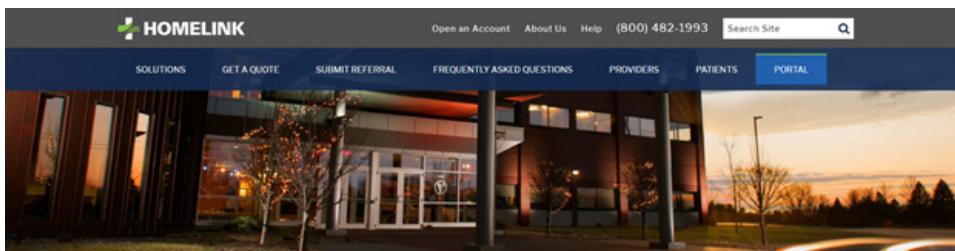
Portal Registration

As Seen on Page 7

Register for Portal

Claims Professionals and Providers are able to register for an account for quick and easy online tracking. Claims professionals will need an email address, and will be asked to create a password. Providers will need their HOMELINK provider number, as well as an email address, and they will be asked to create a password.

Register for the HOMELINK Portal



HOMELINK ACCOUNT LOGIN

**DON'T HAVE AN
ACCOUNT?**

Set up a HOMELINK Account for quick and easy online tracking!

[CREATE AN ACCOUNT TODAY!](#)

Login

* Provider Claims Professional
Provider Number

Username / Email Address

Password

[Forgot Your Password?](#)

Portal Registration

Create Account

Create Your HOMELINK Account

Please enter your login information:

Enter Your Email Address *

Your email address will be used as your Username.

Verify Email Address *

To ensure the highest level of security please be sure your password contains at least 8 characters, at least one capital letter, one lowercase letter, and at least one number

Choose a Password *

Verify Password *

Your First Name *

Please provide your first name.

Your Last Name *

Phone Number *

Extension

Example: 999-999-9999 / (999) 999-9999

Company Name

Provider Number

Not Necessary if you are a Claims Professional

REGISTER

Once the “create an account” form has been filled out the user will get an email stating that HOMELINK will be in touch soon.



Welcome to VGM HOMELINK

Thank You for creating an account with us!

We will be in touch with you in the next 3-5 Business Days with your confirmed login information.

Login

HOMELINK offers a Provider and an Insurance Partners portal. This was setup to allow for both users to keep their information and status of referrals in one location behind a password protected portal.

Providers

View referral data, in-network payers, orders and claim information.

[LOGIN NOW](#)

Insurance Partners

See all the services we offer and how we can help your business.

[LOGIN NOW](#)

[Home](#) > [Portal](#) > [Member Login](#)

HOMELINK ACCOUNT LOGIN

DON'T HAVE AN ACCOUNT?

Set up a HOMELINK Account for quick and easy online tracking!

[CREATE AN ACCOUNT TODAY!](#)

Login

Provider Claims Professional

Provider Number

Username / Email Address

Password

[LOGIN](#)

[Forgot Your Password?](#)

Portal

Provider Dashboard

HOMELINK's portal allows for users to view their specific account information. As an approved provider, the below would be filled out to reflect their information.

The screenshot displays the HOMELINK Provider Dashboard interface. At the top, there is a header bar with the HOMELINK logo and the account number 1234567. To the right of the account number are links for "Welcome Provider", "Change Password", and "Logout". Below the header is a navigation menu with five items: DASHBOARD, FORMS, SUBMIT REFERRAL, SATISFACTION SURVEY, and CONFIRMATION DE ENCUESTA. The main content area is divided into several sections. On the left, "Provider Info" is listed as 1234567. In the center, there are two rows of information: "Provider Name:", "Address:", "Billing Email:", and "Credentials Received On:"; and "Referral Email:", "Phone:", and "Credentials Expire On:". To the right of these, under the heading "Credentialing Info", are the same sets of fields. Below this section, there are two large boxes. The left box, titled "Referral Information", contains six data points arranged in a grid: 0 Referrals Sent (green dot), 0 Referrals Declined (red dot), \$0.00 YTD Claims Paid (green dot); and 0 Referrals Accepted (green dot), 0 Direct Referrals (green dot), \$0.00 Pending Payments (red dot). The right box, titled "EFT/Check #", has a search input field labeled "Enter EFT/Check #" and a "SEARCH" button.

Provider Dashboard

Web Referral Referrals in Progress Claim History Payer Search

Drag a column header and drop it here to group by that column

Referral #	Location	Action
No Referrals Currently Available		

0 10 items per page No items to display

Web Referral Referrals in Progress Claim History Payer Search

Referral #	Name	DOB	Service Date	Status	Invoice #
<input type="text"/>					

0 10 items per page No items to display

Web Referral Referrals in Progress Claim History Payer Search

Referral #	Name	DOB	Service Date	Status	Invoice #
<input type="text"/>					

Web Referral Referrals in Progress Claim History Payer Search

Company	Phone
Paradigm Health Corporation	(800) 482-1993
First Health	(800) 482-1993
Beech Street/Cherokee Insurance	(800) 482-1993
Tricare	(800) 482-1993
IHS Innovated Health Systems	(800) 482-1993
EvaluMed	(800) 482-1993

Search Grid Clear

Portal

Insurance Partner Dashboard

HOMELINK's portal allows users to view specific account information. As an approved Insurance Partner, the below would be filled out to reflect corresponding information.

The screenshot shows the HOMELINK Insurance Partner Dashboard. At the top, there is a dark blue header bar with the HOMELINK logo and a welcome message for 'Nick.Corwin'. Below the header, a navigation bar includes links for DASHBOARD, FORMS, SUBMIT REFERRAL, and HOMELINK UNIVERSITY. On the left, a sidebar titled 'Claims Professional Info' displays contact details: Name (Nick Corwin), Title (None), Company (None), Phone (000-000-0000), and Email (Nick.Corwin@vgm.com). The main content area is titled 'Recent Referrals / Referral History' and contains a table header with columns for Patient Name, Claim #, Referral #, Referral Date, Referral Status, and Details. A placeholder text 'Drag a column header and drop it here to group by that column' is visible above the table.

Portal Users

All usernames and passwords are protected. VPanel does not store user passwords. HOMELINK is able to make users active or inactive at anytime. Five failed password attempts will lock their account. All portal users must be approved.

Claims Professionals and Provider Users

There are currently 87 users.

Modify

Account Type *	Claims Professional
Display Name *	<input type="text"/> 
Email Address *	<input type="text"/> 
Status *	<input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Locked <input checked="" type="radio"/> Pending Approval