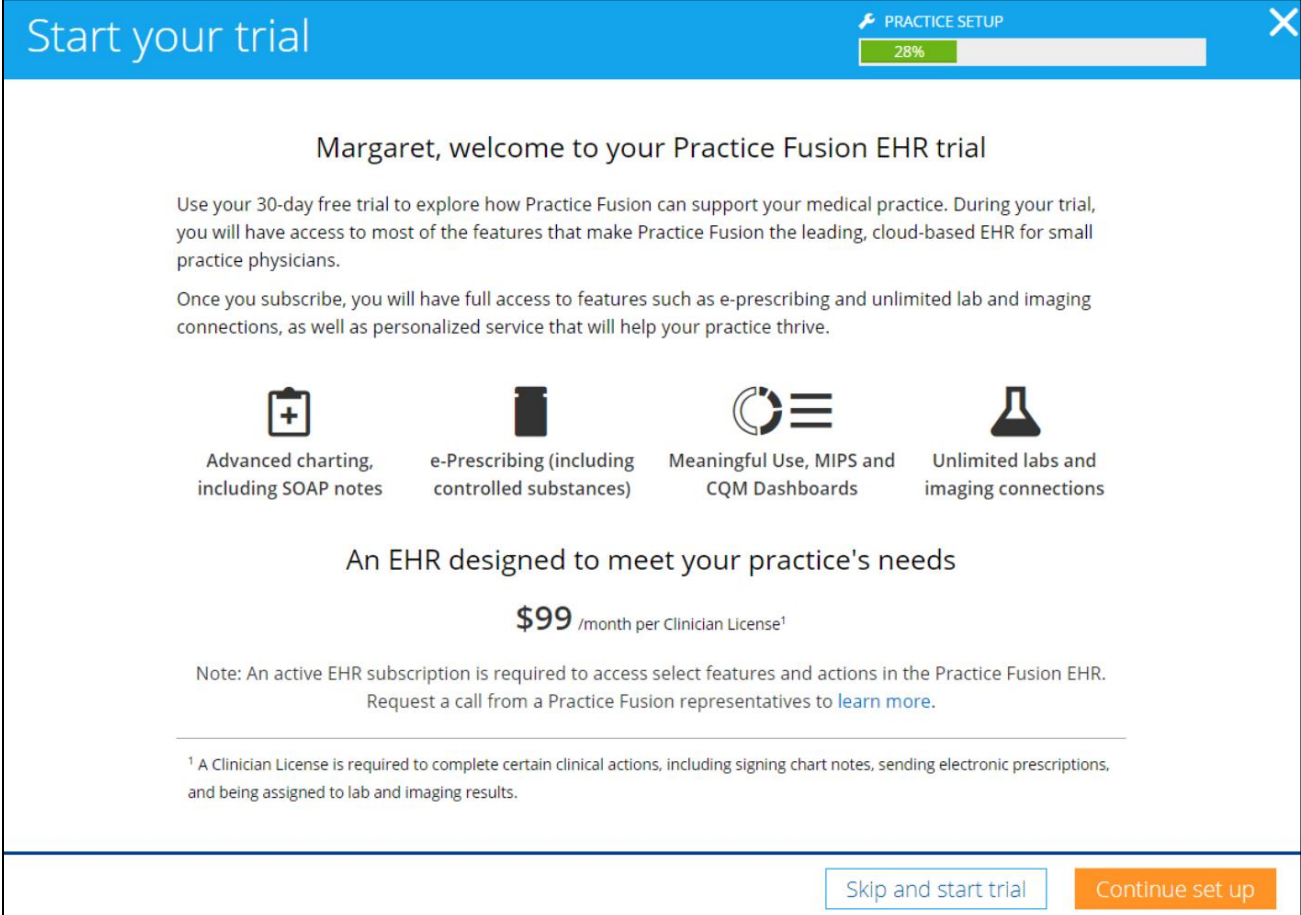


How do I sign up for Practice Fusion subscription plan as a trial user?

New users signing up for the Practice Fusion EHR will receive a free 14-day trial enabling them to explore the features and see how Practice Fusion can best support their practice. The information modal that appears upon set up (see **Graphic 1** below) gives a brief description of what is included in your free trial and what a subscription plan includes.

- Click *Learn more* to request a call from a Practice Fusion representative.
- Click *Skip and start trial* to go to your *Dashboard* or click *Continue set up* to input more information about your practice to personalize your Practice Fusion EHR.

Graphic 1: Information Modal




Start your trial


PRACTICE SETUP
28%


Margaret, welcome to your Practice Fusion EHR trial


Use your 30-day free trial to explore how Practice Fusion can support your medical practice. During your trial, you will have access to most of the features that make Practice Fusion the leading, cloud-based EHR for small practice physicians.

Once you subscribe, you will have full access to features such as e-prescribing and unlimited lab and imaging connections, as well as personalized service that will help your practice thrive.

 Advanced charting, including SOAP notes

 e-Prescribing (including controlled substances)

 Meaningful Use, MIPS and CQM Dashboards

 Unlimited labs and imaging connections

An EHR designed to meet your practice's needs

\$99 /month per Clinician License¹

Note: An active EHR subscription is required to access select features and actions in the Practice Fusion EHR. Request a call from a Practice Fusion representatives to [learn more](#).

¹ A Clinician License is required to complete certain clinical actions, including signing chart notes, sending electronic prescriptions, and being assigned to lab and imaging results.

Skip and start trial

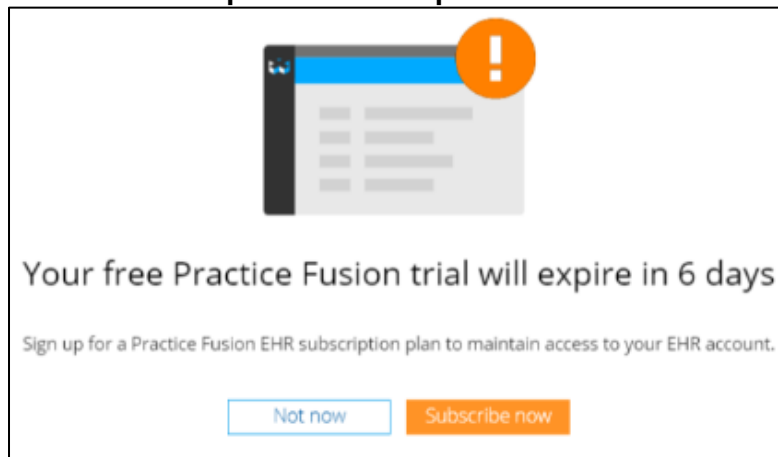
Continue set up

Trial Expiration

If you have not signed up for subscription and there are fewer than 14 days left in your trial, you will receive a reminder to purchase a Practice Fusion EHR subscription plan as seen in **Graphic 2** below.

- Click *Not now* to continue using the Practice Fusion EHR or click *Subscribe now* to purchase.

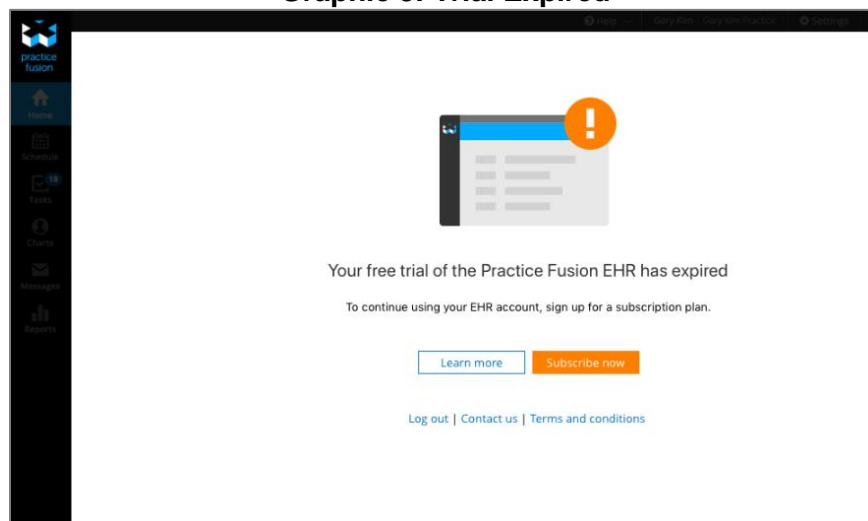
Graphic 2: Trial Expiration Soon



If a subscription plan is not purchased by the end of your free trial, you will not be able to continue using the Practice Fusion EHR (see **Graphic 3** below).

- Click *Learn more* for more information or click *Subscribe now* to purchase a subscription plan and continue using your EHR account.
- Your account information will still exist, so if you choose to revisit the Practice Fusion EHR at a later date, you can sign in using your original login information.

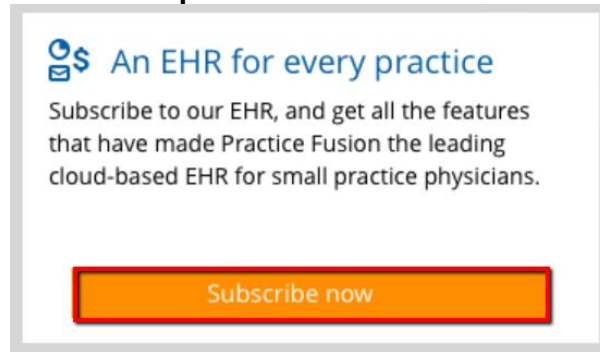
Graphic 3: Trial Expired



Follow the steps below to sign up for a Practice Fusion EHR subscription plan:

1. Open your *Dashboard* and select *Subscribe now* in the *An EHR for every practice* tile as shown in **Graphic 4** below.

Graphic 4: Dashboard Tile




2. **Overview of the Practice Fusion EHR.** Review all of Practice Fusion’s key features, as well as the new features available with a subscription (see **Graphic 5**). Review the footnotes and click *Continue* to proceed to the next page on Clinician Licenses.

Graphic 5: Overview of Practice Fusion EHR

Practice Fusion EHR

\$99/month per Clinician License¹
Annual commitment required

 ONC CERTIFIED

Get all of the features that have made Practice Fusion the leading cloud-based EHR for small practice physicians, plus access to new features that will support enhanced clinical documentation, quality improvement and more efficient care delivery.

Key Features in the Practice Fusion EHR

✓ Unlimited lab and imaging connections	✓ e-Prescribing
✓ Scheduling and online provider profile	✓ Advanced charting capabilities, including SOAP notes
✓ Flowsheets	✓ Meaningful Use and MIPS Dashboards
✓ Unlimited document storage	✓ Integrated patient portal
✓ In-practice, patient-provider & Direct messaging	✓ Prescription task delegation
✓ Immunization registry connections	✓ Customizable patient reports and charting templates

New Features Available with a Subscription

★ 2018 Meaningful Use, MIPS and eCQM Dashboards	★ Electronic prescribing of controlled substances (EPCS) ²
★ Enhanced custom reporting capabilities	★ Advanced quality improvement tools

Additional new features released regularly!

[Continue](#)

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¹ A Clinician License is required to complete certain clinical actions, including signing chart notes, sending electronic prescriptions, and being assigned to lab and imaging results. [Learn more](#)

3. **Choose the number of licenses for your practice.** Type in the number of Clinician Licenses you would like to purchase in the available text box (see **Graphic 6**). Each Clinician license purchased comes with three Secondary licenses at no extra cost. To learn more about Practice Fusion subscription licenses, click [here](#).

- Once a purchase is made, your practice is not permitted to downgrade your EHR subscription plans prior to the end of your contract term. This includes reducing the number of clinician licenses that are purchased or reducing the length of the contract term (e.g. changing a contract term from 2 years to 1 year).
- If your practice upgrades by adding one or more Clinician Licenses, the annual contract will renew at that time.


Graphic 6: Choosing Number of Licenses

Choose the number of Clinician Licenses

LICENSES	LICENSE DESCRIPTION	COST PER LICENSE	QUANTITY
Clinician License	A Clinician License permits an assigned EHR user to complete certain clinical actions, including signing chart notes, signing documents, and sending electronic prescriptions. Clinician Licenses are typically assigned to EHR users who submit medical claims, including physicians, nurse practitioners, and physician's assistants. ¹ Learn more	\$99.00 / month	<input style="border: 2px solid red;" type="text" value="5"/>
Secondary License	A Secondary License permits an assigned EHR user to sign chart notes and documents. A maximum of 3 secondary licenses are allotted for every Clinician License that is purchased. All other staff are free. Learn more	\$0.00 / month	15

PRODUCTS	PRODUCT DESCRIPTION	SUBTOTAL
Practice Fusion EHR	Streamline your practice workflow with enhanced clinical functionality such as e-Prescribing, advanced charting, configurable reports, and messaging tools. Includes MU, MIPS and eCQM dashboards, unlimited lab and imaging connections, and an integrated patient portal.	\$495.00

CONTRACT	CONTRACT DESCRIPTION	COMMITMENT
Contract term	\$99 per clinician pricing available with all contract commitment terms	<input type="text" value="1 Year"/>

PRODUCT SUBTOTAL	
Estimated tax 	\$0.00
Monthly subtotal	\$495.00
1-year contract subtotal will be \$5,940.00	

¹ Once a purchase is made, your practice cannot reduce the number of Clinician Licenses or the contract term until the 1-year contract ends.

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4. **Select the length of contract term.** Choose the contract term by selecting the length of the commitment in the drop down menu (see **Graphic 7**). Practice Fusion subscription plans can be selected to have a 1-year, 2-year, or 3-year contract term based on the purchasing practice’s preference for the contract term length.
- Once a purchase is made, your practice is not permitted to downgrade your EHR subscription plans prior to the end of your contract term. This includes reducing the number of clinician licenses that are purchased or reducing the length of the contract term (e.g. changing a contract term from 2 years to 1 year).
 - If your practice upgrades by increasing the contract term, the contract will renew at that time.
 - The monthly subtotal will be shown as well as the contract total.
 - Click *Continue* to view the next screen.


Graphic 7: Selecting Length of Contract Term

Choose the number of Clinician Licenses

LICENSES	LICENSE DESCRIPTION	COST PER LICENSE	QUANTITY
Clinician License	A Clinician License permits an assigned EHR user to complete certain clinical actions, including signing chart notes, signing documents, and sending electronic prescriptions. Clinician Licenses are typically assigned to EHR users who submit medical claims, including physicians, nurse practitioners, and physician's assistants. ¹ Learn more	\$99.00 / month	<input type="text" value="5"/>
Secondary License	A Secondary License permits an assigned EHR user to sign chart notes and documents. A maximum of 3 secondary licenses are allotted for every Clinician License that is purchased. All other staff are free. Learn more	\$0.00 / month	15

PRODUCTS	PRODUCT DESCRIPTION	SUBTOTAL
Practice Fusion EHR	Streamline your practice workflow with enhanced clinical functionality such as e-Prescribing, advanced charting, configurable reports, and messaging tools. Includes MU, MIPS and eCQM dashboards, unlimited lab and imaging connections, and an integrated patient portal.	\$495.00

CONTRACT	CONTRACT DESCRIPTION	COMMITMENT
Contract term	\$99 per clinician pricing available with all contract commitment terms	<div style="border: 2px solid red; padding: 2px;"> 1 Year <input type="button" value="v"/> 1 Year 2 Years 3 Years </div>

PRODUCT SUBTOTAL	
Estimated tax ⓘ	\$0.00
Monthly subtotal 1-year contract subtotal will be \$5,940.00 	\$495.00

¹ Once a purchase is made, your practice cannot reduce the number of Clinician Licenses or the contract term until the 1-year contract ends.

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- 5. Search for your practice in the NPPES NPI registry.** Selecting your practice’s organizational or group level NPI (Type 2 NPI) will help us enhance your EHR. To search for your practice, enter in your practice’s Group NPI or your practice name, city and state and select *Search*. Select your practice from the available list and click *Continue*.

Review the practice information and then click *Confirm & continue* to move on to the next screen. You may also elect to fill out this information at a later time by selecting *Skip this step* to continue on with subscription (see **Graphic 8**).

Graphic 8: Searching for Your Practice in the NPPES NPI Registry

Search for your practice in the NPPES NPI registry

Information from the NPPES NPI registry, including your practice specialty, helps us enhance your EHR.

TYPE 2 NPI (ORG ONLY)		PRACTICE NAME		CITY	STATE	
<input type="text" value="18918"/>	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="button" value="Search"/>

PRACTICE NAME	TYPE 2 NPI
South Main Street Medical 12000 South Main Street, Santa Ana, CA	1891819200
Santa Ana Pediatric Medical 700 North Main Street, Santa Ana, CA	1891861399
Maine General Medical 13424 Main Street, Portland, ME	
StayFit Wellness clinic 13424 Maine Street, Portland, ME	
Main Street Medical 683948 Main Street, Virginia City, VA	
Pellier General Medicine Practice 5445 Oak Street, Mt. Pellier, VT	1891861399
Anylane Family Medicine Practice 5445 Pine Street, Mt. Pellier, VT	1891819020

Confirm your practice

Santa Ana Pediatric Medical
700 North Main Street, Santa Ana, CA;
Type 2 NPI: 1891861399

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- 6. Review order and complete first subscription payment.** Enter valid credit card information and the billing address associated with that credit card. The address associated with the credit card should be limited to 30 characters (abbreviations are acceptable). Once your information has been entered, review the terms and conditions. Check the box to accept the terms and conditions, then click *Complete order* to submit your payment as highlighted in **Graphic 9** below.

Graphic 9: Entering Payment Information


Enter payment information

Credit card

CARDHOLDER NAME

CARD NUMBER CVV

EXPIRATION DATE

- Select One - - Select One -

BILLING ADDRESS

CITY STATE ZIP

the party against whom the modification, amendment or waiver is to be asserted. In the event of any conflict or inconsistency among the following documents, unless stated otherwise, the order of precedence shall be: (1) this Addendum, (2) the Order, and (3) the User Agreement.
7.2. Arbitration. Section 18.2 of the User Agreement shall include the following Sections of this Addendum: 2.1, 2.2, 2.3 and 4.3.

At the conclusion of your 1-year contract, unless modified, your order will auto-renew on a month-to-month basis.

I ACCEPT THE [terms and conditions](#) *

ORDER SUMMARY

Practice Fusion EHR Clinician Licenses ¹	\$495.00										
Price: \$99.00 / month, Qty: 5											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Monthly total</td> <td style="text-align: right; padding: 5px;">\$495.00</td> </tr> <tr> <td style="padding: 5px;">1-year contract total</td> <td style="text-align: right; padding: 5px;">\$5,940.00</td> </tr> </table>		Monthly total	\$495.00	1-year contract total	\$5,940.00						
Monthly total	\$495.00										
1-year contract total	\$5,940.00										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">TODAY'S PAYMENT</td> </tr> <tr> <td style="padding: 5px;">Practice Fusion EHR</td> <td style="text-align: right; padding: 5px;">\$495.00</td> </tr> <tr> <td style="padding: 5px;">Estimated Tax ⓘ</td> <td style="text-align: right; padding: 5px;">\$0.00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid #ccc; padding: 5px 0 5px 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Payment total</td> <td style="text-align: right; padding: 5px;">\$534.60</td> </tr> </table> </td> </tr> </table>		TODAY'S PAYMENT		Practice Fusion EHR	\$495.00	Estimated Tax ⓘ	\$0.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Payment total</td> <td style="text-align: right; padding: 5px;">\$534.60</td> </tr> </table>		Payment total	\$534.60
TODAY'S PAYMENT											
Practice Fusion EHR	\$495.00										
Estimated Tax ⓘ	\$0.00										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Payment total</td> <td style="text-align: right; padding: 5px;">\$534.60</td> </tr> </table>		Payment total	\$534.60								
Payment total	\$534.60										

¹ Once a purchase is made, your practice cannot reduce the number of Clinician Licenses or the contract term until the 1-year contract ends.

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7. **Review order summary.** Review your order summary and if desired, take a screenshot for your records. It is important that you next assign your subscription licenses to EHR users in your practice to ensure they have access to all applicable EHR features. Click *Assign licenses* to be taken to the Account details page to manage your practice licenses as shown in **Graphic 10** below.

Graphic 10: Order Summary

Order summary

✔ Congratulations! Your subscription is confirmed.


Order

PRODUCTS	CLINICIAN LICENSES	PRICE PER MONTH	TOTAL
Practice Fusion EHR	5	\$99.00	\$495.00
Monthly total			\$495.00
1-year contract total			\$5,940.00 / year

Payment today

PRODUCTS	CLINICIAN LICENSES	PRICE PER MONTH	TOTAL
Practice Fusion EHR	5	\$99.00	\$495.00
Paid total (includes tax)			\$369.05

Payment method

CREDIT CARD	CARD OWNER
 1111	Stephanie Provider

You are not done yet! To continue using Practice Fusion, please assign licenses to your practice members.

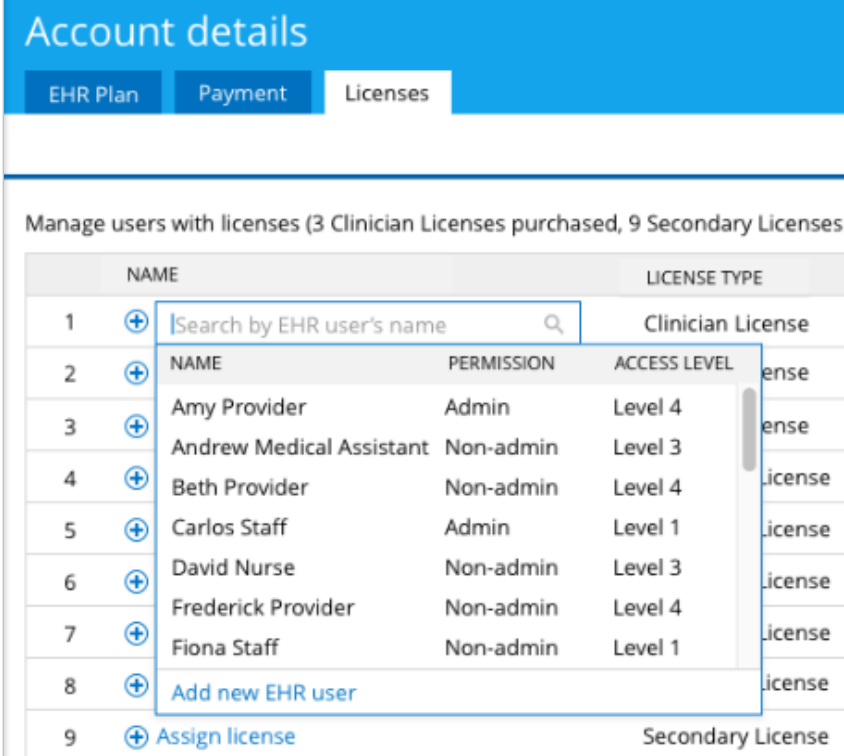
[View account](#)

[Assign licenses](#)

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8. **Assign subscription licenses to EHR users.** The Account details area of the EHR is only viewable by practice administrators. From the *Licenses* tab, search for EHR users and assign them to the applicable licenses available to your practice (see **Graphic 11**). To learn more about Practice Fusion subscription licenses and the EHR actions that each can take, click [here](#).

Graphic 11: Assigning Subscription Licenses

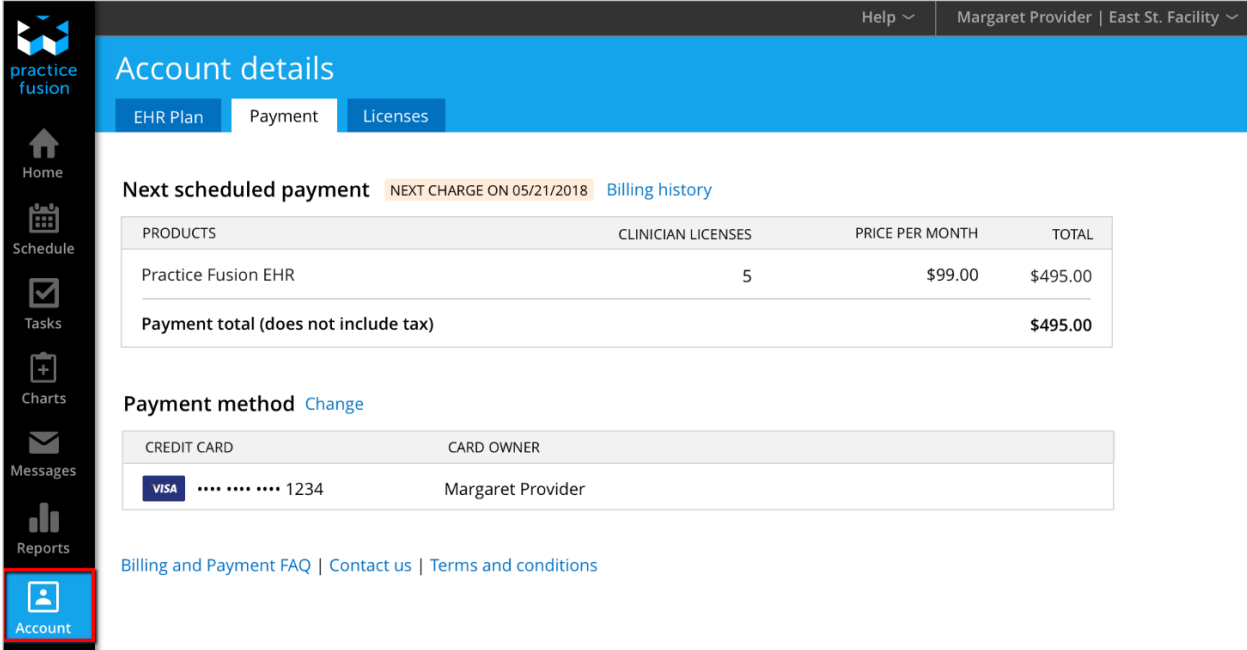


NAME		LICENSE TYPE	
1	<input type="text" value="Search by EHR user's name"/>		Clinician License
2	NAME	PERMISSION	ACCESS LEVEL
3	Amy Provider	Admin	Level 4
4	Andrew Medical Assistant	Non-admin	Level 3
5	Beth Provider	Non-admin	Level 4
6	Carlos Staff	Admin	Level 1
7	David Nurse	Non-admin	Level 3
8	Frederick Provider	Non-admin	Level 4
9	Fiona Staff	Non-admin	Level 1
8	Add new EHR user		
9	Assign license		Secondary License

After assigning subscription licenses, your EHR users should have access to all applicable features in the EHR such as signing chart notes.

9. **Manage your Practice Fusion EHR Subscription Plan.** Notice the new *Account* button on the left navigation panel that can only be seen by practice administrators (see **Graphic 12**). Here, you can review your EHR plan, manage your practices' payment method, view invoices in billing history, and manage your subscription licenses.

Graphic 12: Account Details Payment Tab



Account details

EHR Plan | **Payment** | Licenses

Next scheduled payment NEXT CHARGE ON 05/21/2018 [Billing history](#)

PRODUCTS	CLINICIAN LICENSES	PRICE PER MONTH	TOTAL
Practice Fusion EHR	5	\$99.00	\$495.00
Payment total (does not include tax)			\$495.00

Payment method [Change](#)

CREDIT CARD	CARD OWNER
VISA 1234	Margaret Provider

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