How do I sign up for a Practice Fusion EHR subscription plan from Limited Access?

Follow the steps below to re-engage your Practice Fusion EHR subscription plan and continue using the full EHR.

The Practice Fusion platform moved to a paid subscription model on June 1, 2018 to continue delivering easy-to-use, intuitive health IT solutions that support practices like yours all across the country. Practices who were with us prior to June 1, 2018 that did not purchase a subscription plan, as well as providers who cancelled a subscription plan, and practices in bad payment, your account has been transitioned to a "limited access" version of the Practice Fusion EHR. Limited access will only allow you to view, download, and print the EHR data and patient records you previously entered into the system as long as you continue to access them.

There are two places to sign up from limited access:

1. Home dashboard
2. Subscription section

**Sign up from the Dashboard.** Open your Dashboard and select *Sign up* as shown in Graphic 1 below.

**Graphic 1: Dashboard**

![Dashboard graphic]

Resources
- About the Limited Access EHR
- How to sign up for a Practice Fusion subscription plan
- Practice Fusion subscription plan details
- Overview of subscription licenses
- Register for a live webinar about subscription

Contact
- Submit a help ticket
- Live chat | Weekdays 6am-5pm PST
Sign up from the **Subscription section.** This option is only available if you had an active Practice Fusion account in the past.

1. Navigate to the Subscription section on the left-hand navigation bar.
2. Click *Sign up today* as displayed in **Graphic 2** below.

**Graphic 2: Subscription section**

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**Signing up from an account in limited access**

1. If you are a practice administrator and you are ready to purchase a Practice Fusion EHR subscription plan, click *Get started* as seen **Graphic 3** (on next page).
   - Click the *Learn more* link to find out more information about the subscription plan and subscription licenses. Only practice administrators will be able to see and select the *Sign up* button to access the subscription sign-up and payment workflow.
   - Prior to beginning the subscription sign-up and payment workflow, you should be familiar with how many Provider Licenses your practice will need. To learn more about Practice Fusion subscription licenses, click [here](https://www.practicefusion.com/contact-us).
Graphic 3: Overview of Practice Fusion EHR

An EHR made for you at just $99 per provider per month

Annual commitment required with monthly billing
$0 Start-up fees | $0 Training fees | Unlimited staff accounts

Got started

Our popular features, all included with no hidden fees

- **E-PRESCRIBING INCLUDING EPDS:** Cloud-based e-Prescribing lets you manage medication orders, refill requests, and pharmacy communication from any location.

- **TEMPLATES FOR CHARTS & MORE:** Minimize data re-entry with shortcuts and a library of customizable templates built by providers like you.

- **LABS AND IMAGING:** Submit your orders online with our over 500+ integrated lab and imaging centers, and receive results directly in your patient’s chart.

- **FREE CUSTOMER SUPPORT:** Be live in five minutes with personalized implementation support from our dedicated specialists. We're even ready to help set you up for success.

- **CLOUD-BASED WITH AUTOMATIC UPDATES:** With no software to download or hardware to manage, your cloud-based EHR is always up to date with automatic updates.

Show more EHR features

"I have to give kudos to Practice Fusion for being responsive to user feedback and helping prevent EHR physician burnout. You don’t need any fancy hardware because any web-based computer or tablet is all you need for this low cost and high value EHR."

~ Dr. Rahul Gor

Ready to save time and focus on your patients?

We’re passionate about creating a streamlined, efficient, and affordable EHR that fits your needs and your budget.

Get started
2. Choose the number of licenses for your practice. Type in the number of licenses or use the plus (+) and minus (-) buttons to choose how many Provider Licenses you would like to purchase (see Graphic 4). Each Provider license purchased comes with three Signing Staff 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 make any changes to your EHR subscription plans prior to the end of your contract term. This includes upgrading, reducing or cancelling the number of provider licenses that are purchased. This also included reducing the length of the contract term (e.g. changing a contract term from 2 years to 1 year).

Graphic 4: Choosing Number of Provider Licenses
3. **Select Add-ons** (based on state availability). Providers in New York and North Carolina will have the ability to add-on an integration to your regional Health Information Exchange (HIE). If you choose to integrate, click *Add and Next* to move on.

- **New York**: The Statewide Health Information Network for New York (SHIN-NY) enables the electronic exchange of clinical information and connect NY healthcare professional across the state through a network of regional HIEs or Qualified Entities (QEs). This integration supports the automated submission of patient data directly from your Practice Fusion EHR to your regional HIE under SHIN-NY. Learn more [here](#).

- **North Carolina**: NC HealthConnex is the state-designated health information exchange (HIE) for North Carolina. It links desperate health systems and existing HIE networks together to deliver a holistic view of the patient record. This integration supports the automated submission of patient data directly from your Practice Fusion EHR to NC HealthConnex. Learn more [here](#).

4. **Select the length of contract term.** Choose the contract term by selecting the radio button next to the amount of years you wish to subscribe (see *Graphic 5*). 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. Click *Review order* to view the next screen.

*Graphic 5: Length of contract term*

5. **Review subscription plan details.** Ensure the correct number of Provider licenses, chosen add-ons (if applicable) and length of contract term are correct in *Graphic 6* (on next page). Once verified, click *Check out.*
Graphic 6: Subscription plan details

<table>
<thead>
<tr>
<th>Service</th>
<th>Price/month</th>
<th>Qty</th>
<th>Total/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider License Fee</td>
<td>$58</td>
<td>3</td>
<td>$174.00</td>
</tr>
<tr>
<td>NC HealthConnect Add-on</td>
<td>$59</td>
<td>3</td>
<td>$177.00</td>
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</tbody>
</table>

Order summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Price/month</th>
<th>Qty</th>
<th>Total/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider License Fee</td>
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<tr>
<td>NC HealthConnect Add-on</td>
<td>$177.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Review your credit card information and change if needed. Review the terms and conditions. Check the box to accept the terms and conditions, then click Place order to submit your payment as highlighted in Graphic 7 below.

Graphic 7: Entering Payment Information

Once you click “Place order” you will be charged $XX today. You will be billed each month during your contract term from [start date] and [end date] at the conclusion of your annual contract, unless modified, your order will auto-renew on a monthly/monthly basis.
7. **Congratulations!** Review your order summary shown in Graphic 8 (on next page) and if desired, print a copy for your records. **Click Assign licenses** to select EHR users in your practice who should have access to all applicable EHR features.

**Graphic 8: Order Summary**

![Graphic 8: Order Summary](image)

8. **Assign subscription licenses to EHR users.** The Subscription details area of the EHR is only viewable by practice administrators. From the Assign licenses tab, search for EHR users and assign them to the applicable licenses available to your practice (see Graphic 9). To learn more about Practice Fusion subscription licenses and the EHR actions that each can take, click [here](#).

**Graphic 9: Assigning Subscription Licenses**

![Graphic 9: Assigning Subscription Licenses](image)
After assigning subscription licenses, your EHR users should have access to all applicable features in the EHR such as signing chart notes.

10. **Manage your Practice Fusion EHR Subscription Plan.** The *Subscription* button on the left navigation panel that can only be seen by practice administrators (see **Graphic 10**). Here, you can review your *Plan details* and manage your account including payment method, your subscription licenses and view invoices in billing history.

**Graphic 10: Subscription Account Payment Tab**