

How do I assign or change assignments for subscription licenses?

Practice Fusion offers two types of subscription licenses: Clinician licenses and Secondary licenses.

- **Clinician licenses** are typically assigned to EHR users who submit medical claims including physicians, nurse practitioners, and physician assistants.
- **Secondary licenses** permit 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.

Assigning subscription licenses

Practice administrators must assign existing EHR users to a Clinician license or Secondary license in order for those users to access certain features of the EHR. To ensure your practice selects and assigns the appropriate licenses, we recommend that practice administrators review information on the actions that require subscription licenses [here](#) to determine which license to assign, and if one is needed for a particular user's role.

Subscription licenses allow users to complete actions that are available to their access/edit level but restricted to users with a license. For example, an EHR user who is an Access Level 3 (NP/PA) cannot sign SOAP notes, even if they are assigned a Clinician or Secondary license. Only EHR users who are Access Level 4 (MD/DO) who are also assigned a Clinician or Secondary license can sign SOAP notes.

Practice Fusion allows practices to assign subscription licenses to any EHR users who may need to complete the actions that those licenses require, but keep in mind that some actions (such as electronic prescribing) may require the user to complete additional identity and medical credential verifications. *See steps 1-2 in the detailed workflow below for instructions on how to assign subscription licenses.*

Re-assigning a subscription license

If an EHR user leaves the practice or if a subscription license is no longer needed, a practice administrator may revoke that user's subscription license and re-assign it, as needed, to another user. Practices may also choose to leave some subscription licenses unassigned until they are needed at a later time (for example, if a new EHR users is added to the practice). *See step 3 in the detailed workflow below for instructions on how to assign subscription licenses.*

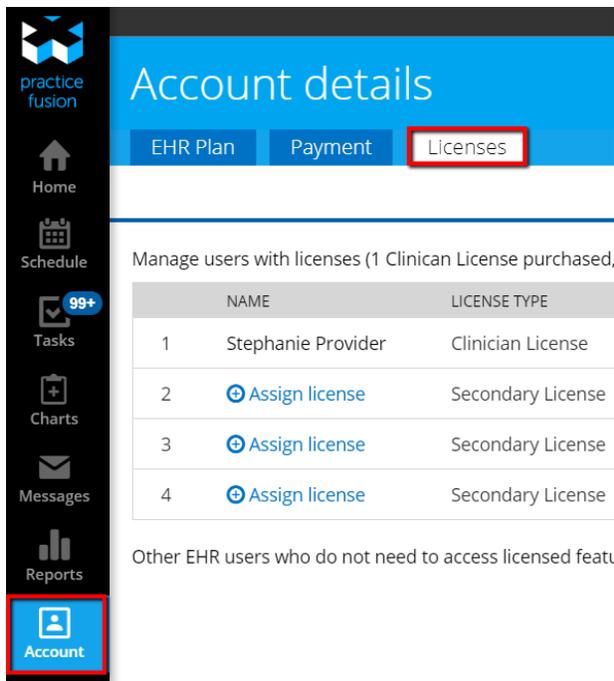
Adding additional subscription licenses

Within the *Licenses* tab under *Account details*, practice administrators can add additional subscription licenses to the practice's EHR subscription plan by upgrading and purchasing additional Clinician licenses as part of the subscription sign-up workflow. *See step 4 in the detailed workflow below for instructions on how to assign subscription licenses.*

How do I assign, revoke or add a subscription license?

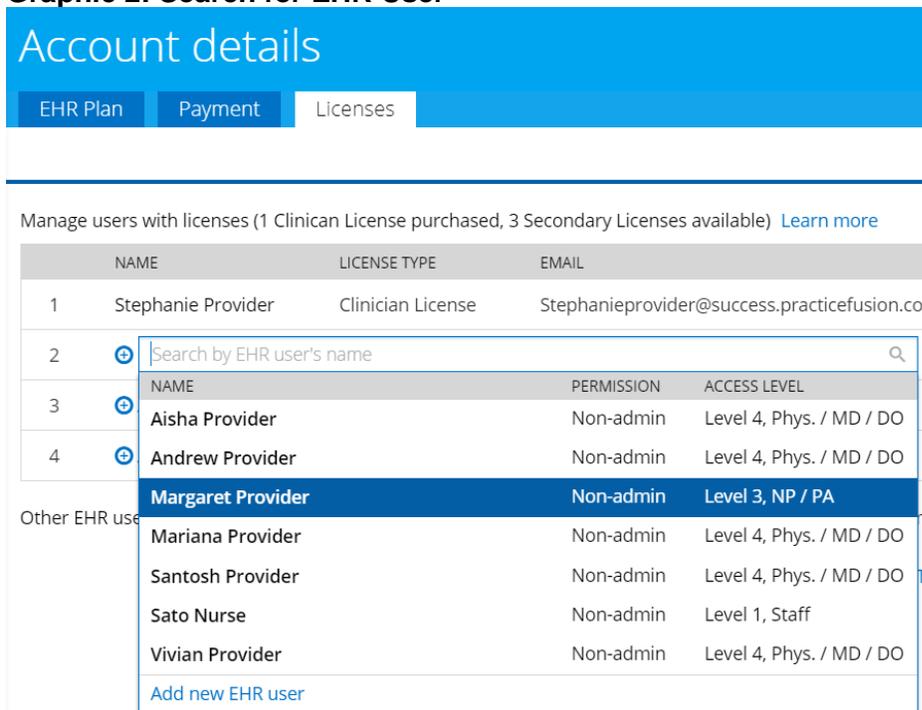
1. **Navigate to the licenses tab.** Click *Account*, then *Licenses* as shown in **Graphic 1** below.

Graphic 1: License Tab



2. **Assign license.** Click *Assign license* to search for EHR users as shown in **Graphic 2** below. Choose the EHR user to assign them to the applicable license available to your practice.

Graphic 2: Search for EHR User



3. **Revoke and re-assign a license.** If a user is no longer needs the license, click *Revoke license* as shown in **Graphic 3** below. That user will no longer have the privileges associated

with that license and the license is now available to be assigned to another EHR user in the practice.

Graphic 3: Revoke License

The screenshot shows the 'Account details' page with the 'Licenses' tab selected. The 'Revoke license' button for Margaret Provider is highlighted with a red box. The 'Add additional licenses' and 'Add new EHR user' buttons are also visible.

Manage users with licenses (1 Clinician License purchased, 3 Secondary Licenses available) [Learn more](#)

	NAME	LICENSE TYPE	EMAIL	PERMISSION	ACCESS LEVEL	
1	Stephanie Provider	Clinician License	Stephanieprovider@success.practicefusion.com	Admin	Level 4, Phys. / MD / DO	Revoke license
2	Margaret Provider	Secondary License	margaretprovidertest2@success.practicefusion.com	Non-admin	Level 3, NP / PA	Revoke license
3	Assign license	Secondary License				
4	Assign license	Secondary License				

Other EHR users who do not need to access licensed features, such as signing chart notes and signing documents, do not need to be assigned a subscription license.

[Learn more about our plan](#) | [Contact us](#) | [Terms and conditions](#)

4. Add additional licenses or new users. Click *Add additional licenses* to upgrade your subscription plan or *click Add new EHR user* to add a user within your practice (see **Graphic 4** below). If your practice upgrades by adding one or more Clinician Licenses, the annual contract will renew at that time.

Graphic 4: License Tab Toolbar

The screenshot shows the 'Account details' page with the 'Licenses' tab selected. Red arrows point to the 'Add additional licenses' and 'Add new EHR user' buttons. The 'Revoke license' button for Stephanie Provider is also visible.

Manage users with licenses (1 Clinician License purchased, 3 Secondary Licenses available) [Learn more](#)

	NAME	LICENSE TYPE	EMAIL	PERMISSION	ACCESS LEVEL	
1	Stephanie Provider	Clinician License	Stephanieprovider@success.practicefusion.com	Admin	Level 4, Phys. / MD / DO	Revoke license
2	Assign license	Secondary License				

More information

- For more information on licenses in the Practice Fusion EHR, click [here](#).
- For more information on how to add, edit, or remove users in the EHR, click [here](#).