



How do I sign up for a Practice Fusion EHR subscription plan with a promotional code?

In order to continue delivering easy-to-use, intuitive health IT solutions that support practices like yours all across the country, we are moving the Practice Fusion platform to a paid subscription model beginning on June 1, 2018. By charging for our products and services, we will be able to better serve you with accelerated feature development and more personalized assistance, all with the goal to help you save time, grow your practice, and focus more on what matters most—your patients.

Your practice will have until May 31, 2018, to purchase a Practice Fusion EHR subscription plan. If a plan is not purchased by that date, your account will be transitioned to a "limited access" version of the Practice Fusion EHR, which 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.

Follow the steps below to sign-up for a Practice Fusion EHR subscription plan with a promotional code:

1. **Overview of the Practice Fusion EHR.** Open the email you received from Practice Fusion and click the link provided to use your promotional code. At the top of the next screen, you will get a notification stating, "A valid promotion code will be applied" (see **Graphic 1**). Review all of Practice Fusion's key features, as well as the new features available with a subscription. Click *Continue* to proceed to the next page on Clinician Licenses.

Graphic 1: Overview of Practice Fusion EHR


i A valid promotion code will be applied X

STEP 1 OF 4

Practice Fusion EHR

\$99/month per Clinician License¹

Annual commitment required



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!

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](#)

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2. Choose the number of licenses and length of contract term for your practice. Each Clinician license purchased comes with three Secondary licenses at no extra cost. To learn more about Practice Fusion subscription licenses, click [here](#). Once you have determined how many licenses your practice will need, type in the number of Clinician Licenses you would like to purchase in the available text box (see **Graphic 2**). Then, choose the contract term by selecting the length of the commitment in the drop down menu (see **Graphic 2**).

- 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. The promotional offer you have received only applies to the first year of your contract, regardless of whether a 2- or 3-year contract term is selected.

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- Once a purchase is made, your practice is not permitted to downgrade your EHR subscription plan 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 or by increasing the contract term, the contract will renew at that time. If your practice needs to upgrade within the first year, reach out to qualityprograms@practicefusion.com to request a new promotional code.
- The monthly subtotal will be shown as well as the contract total. The promotional code will show as applied during checkout (see **Graphic 4**).
- Click *Continue* to view the next screen.

Graphic 2: Choose Number of Licenses and 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	<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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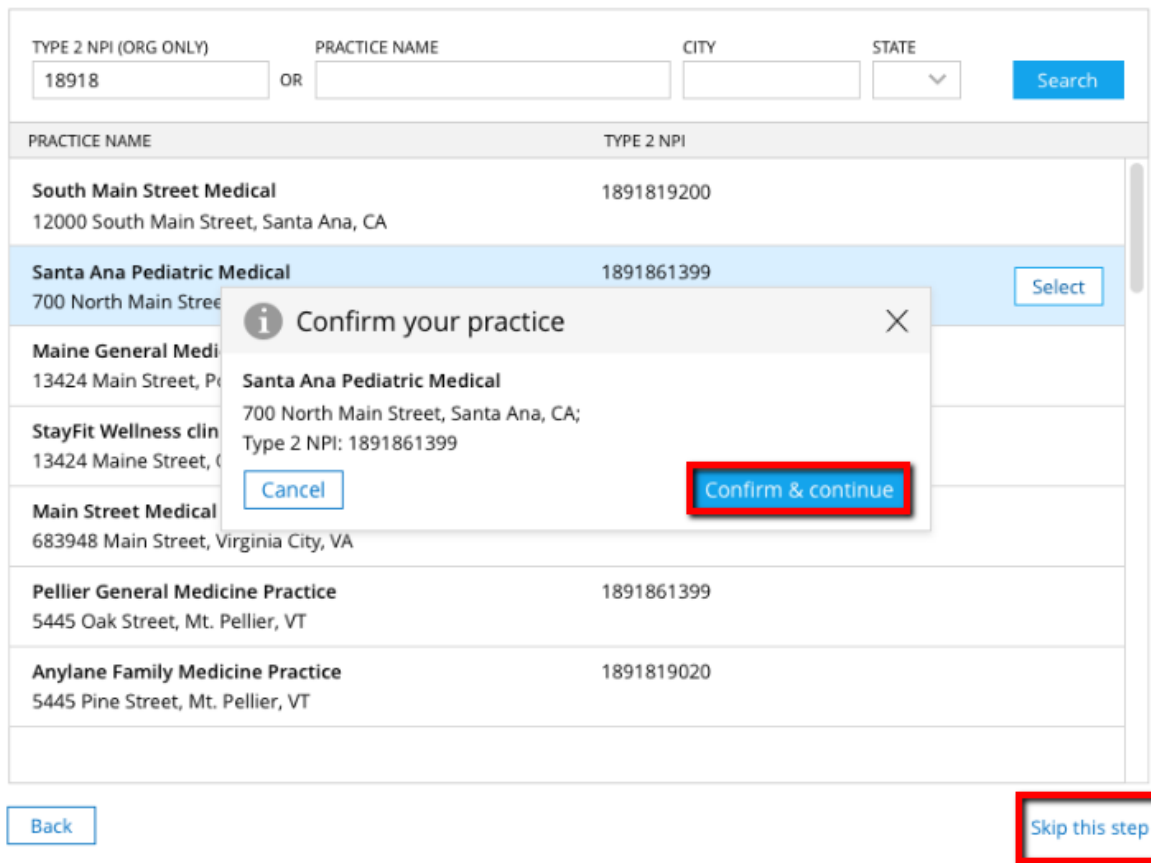
3. **Search for your practice in the NPPES NPI registry.** Selecting your practice's organizational or group level NPI (Type 2 NPI) will help us enhance your EHR. To search for your practice, enter in your practice's Group NPI or your practice name, city and state and select *Search*.

Select your practice from the available list and click *Continue* at the bottom of the screen. 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 3**).

Graphic 3: 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.



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 Center 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

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4. **Review order and complete first subscription payment.** Review your *Order Summary* and *Today's Payment* to ensure the correct number of clinician licenses, contract term, and to verify that the promotion has been applied. Enter valid credit card information and the billing address associated with that credit card. This information must be entered, even with a promotional code. 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 4** below.

Graphic 4: Entering Payment Information


Enter payment information

Credit card

CARDHOLDER NAME

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

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	
Monthly total	\$495.00
1-year contract total	\$5,940.00

TODAY'S PAYMENT

Practice Fusion EHR	\$495.00
Estimated Tax ⓘ	\$0.00
Promotion applied	-\$49.50
Payment total	\$445.50

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. **Review order summary.** Review your order summary that shows the promotion has been applied 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 5** below.

Graphic 5: 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
✔ Promotion applied			-\$49.50
Paid total (includes tax)			\$445.50

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.

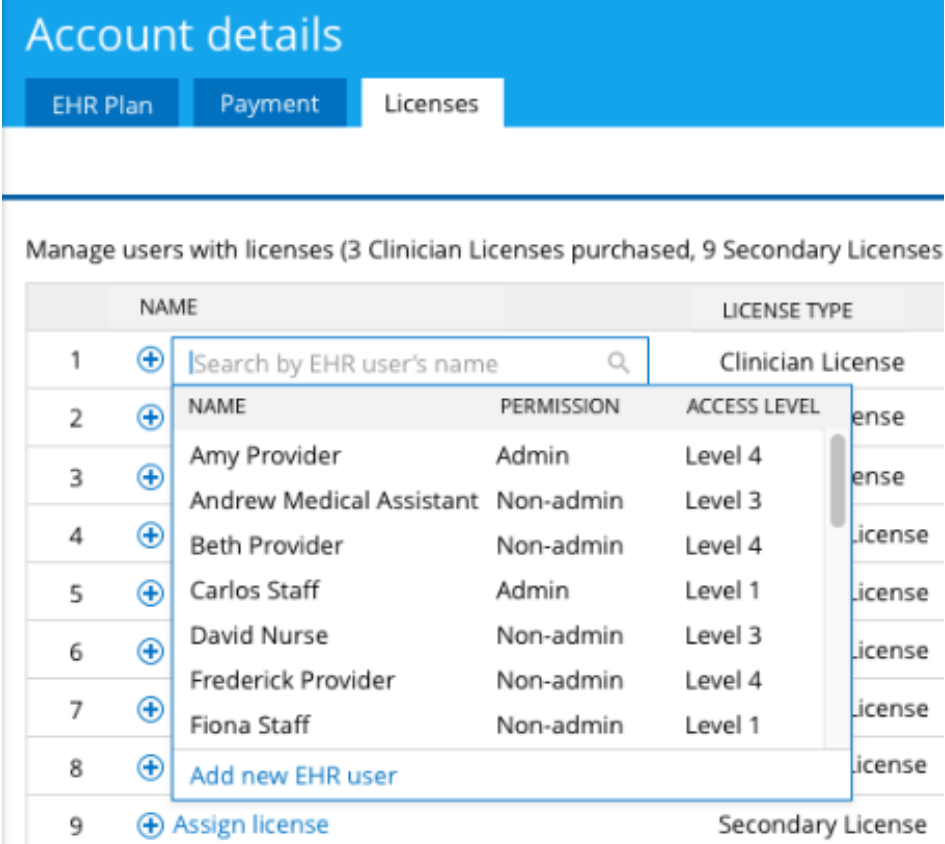
[View account](#)

[Assign licenses](#)

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6. **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 6**). To learn more about Practice Fusion subscription licenses and the EHR actions that each can take, click [here](#).

Graphic 6: Assigning Subscription Licenses



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

7. **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 7**). Here, you can review your EHR plan including contract end date, review the terms and conditions, upgrade your plan, manage your practices' payment method, and manage your subscription licenses.

Graphic 7: Account Details Payment Tab

The screenshot shows the 'Account details' page with the 'Payment' tab selected. The 'Next scheduled payment' section shows a total of \$455.50. The 'Payment method' section shows a VISA card owned by Margaret Provider.

PRODUCTS	CLINICIAN LICENSES	PRICE PER MONTH	TOTAL
Practice Fusion EHR	5	\$99.00	\$495.00
Promotion applied			\$49.50
Payment total (does not include tax)			\$455.50

CREDIT CARD	CARD OWNER
VISA 1234	Margaret Provider

8. **Review your invoice.** Click *Billing history* from the *Payment* tab within the *Account* section. Click *View PDF* to access your invoice as shown in **Graphic 8** below.

Graphic 8: Access Invoice from Billing History

The screenshot shows the 'Account details' page with the 'Billing history' tab selected. A table lists two invoices with 'View PDF' links highlighted.

BILLING DATE	INVOICE DESCRIPTION	SUBSCRIPTION PERIOD	TOTAL COST
04/27/18	View PDF Billing details for Practice Fusion products/services.	04/27/2018 - 05/26/2018	\$455.50
03/27/18	View PDF Billing details for Practice Fusion products/services.	03/27/2018 - 04/26/2018	\$455.50