



Login Guide

Learn how to add, remove, and manage user access to the EHR. Plus, view login troubleshooting steps.

A screenshot of the Practice Fusion dashboard. The top navigation bar includes 'Dashboard', 'Documents', and 'Directory'. The main content area is titled 'Practice dashboard' and features a 'PRACTICE SETUP' progress bar at 33%. Below this, there are several tiles: 'Set up Direct messaging', 'evaluations for your patients', 'Your practice' (with address: Medical Office, 123 Any Boulevard, Schenectady, NY 12345), 'EHR users' (highlighted with a red box, showing 17 users and access code NRY9XYU9U5), and 'e-Prescribing'. A vertical sidebar on the left contains icons for Home, Schedule, Tasks, Charts, Messages, and Reports.

1. [Add Users](#)
2. [Users verify their email address](#)
3. [Users create password and enter security phone number](#)
4. [Manage User Login Settings](#)

ADDITIONAL RESOURCES

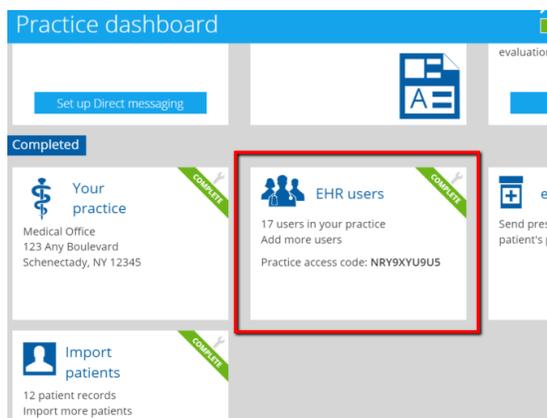
[ARTICLE: What are Administrator \(Admin\) permissions?](#)

[VIDEO: Manage your practice by adding your staff](#)

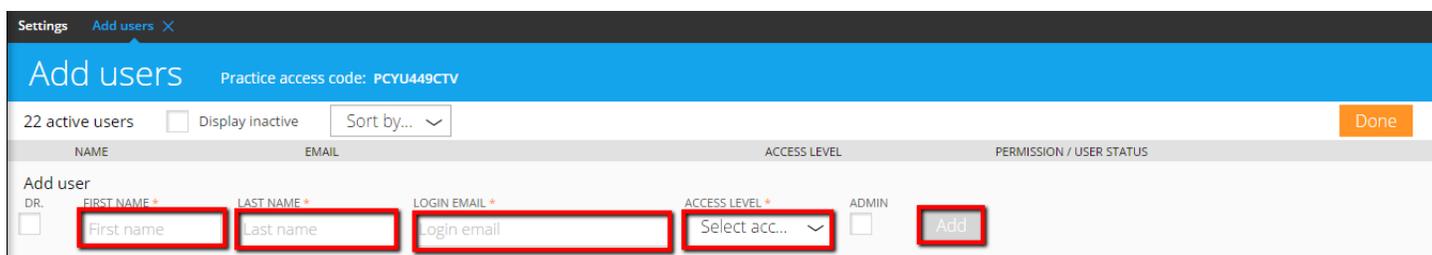
[WEBINAR: Streamlined Login for you and your practice](#)

1. Add Users

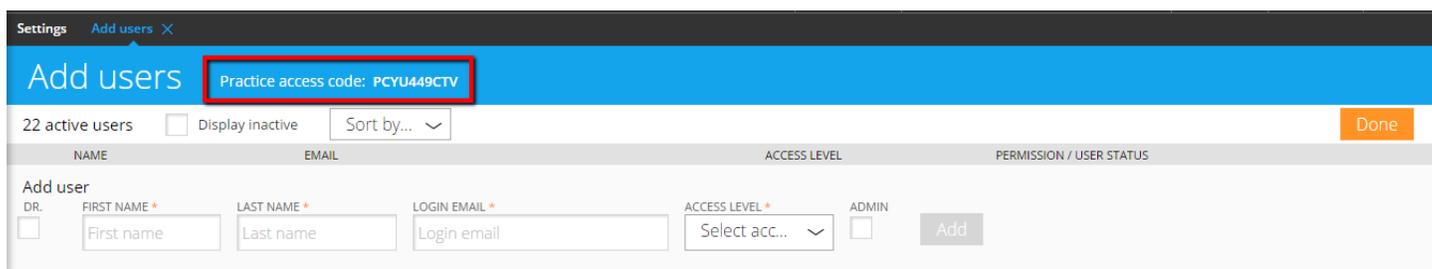
From your *Practice Dashboard (Home)*, select the “EHR Users” tile to begin adding your users. Users can only be added and managed by account Administrators.



Enter each user’s first and last name, a unique email address that is not in use for any other Practice Fusion account, and select an [Edit Level](#)



Provide your Practice Access Code to your invited users and instruct them to check their email for an invitation to join the practice and complete their user setup.



ADDITIONAL RESOURCES

[ARTICLE: How do edit levels work?](#)

[ARTICLE: What is a Practice Access Code?](#)

[VIDEO: Manage your practice by adding your staff](#)

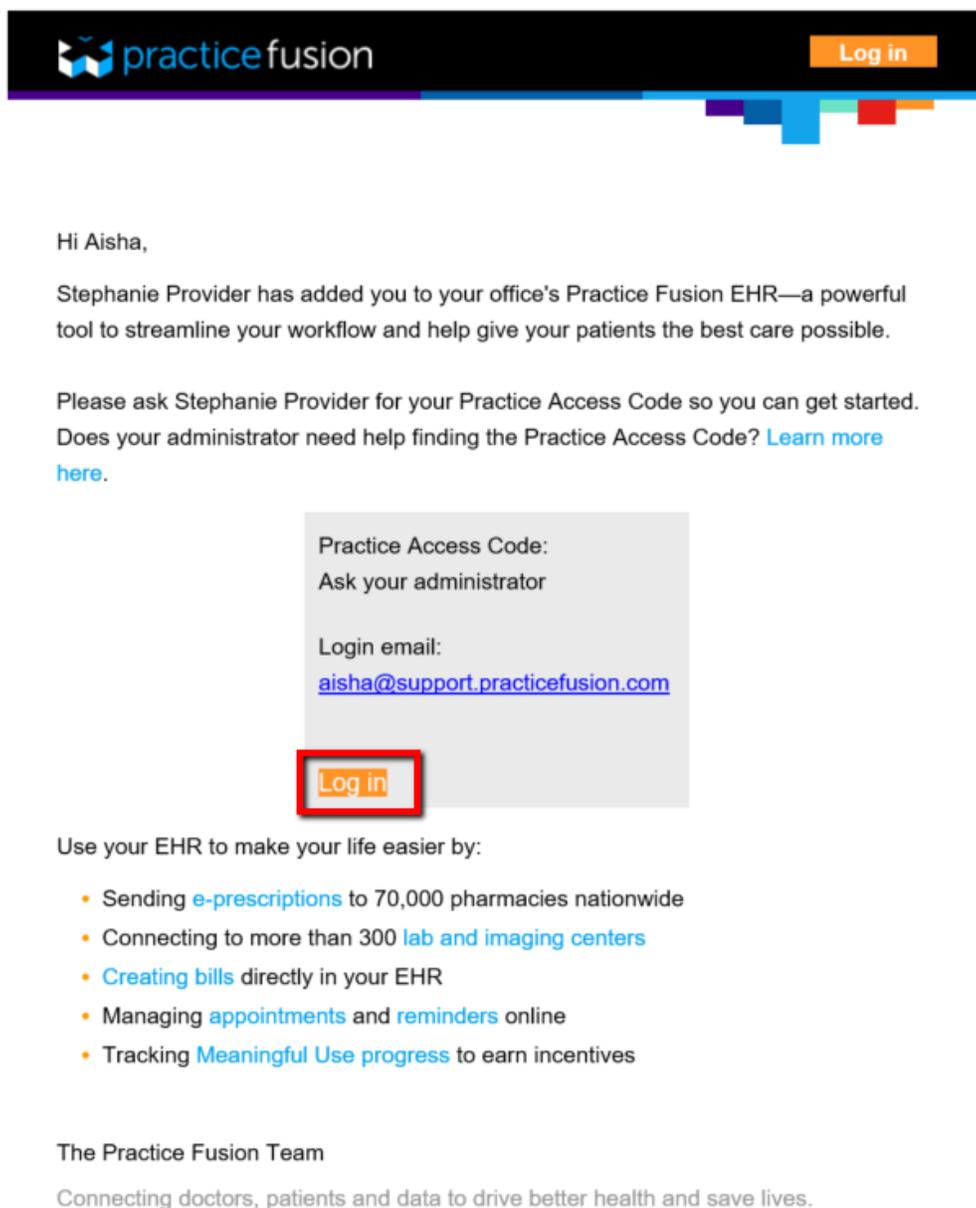
2. Verify Email Address

Each user will receive an email from Practice Fusion within 25-30 minutes. The subject line will be “[Practice Name] has invited you to join Practice Fusion”.

Note: For Gmail users this verification email may go the Promotions folder at the top of the inbox

Users should open the email and click the “Log In” button that is in the body of the email. They will be prompted to enter the Practice Access Code (PAC) that you provided for them. See previous step for instructions on how to locate your PAC.

Note: The Practice Access Code changes periodically for security purposes, so be sure to provide the new code to your unregistered users if it has changed.



practicefusion Log in

Hi Aisha,

Stephanie Provider has added you to your office's Practice Fusion EHR—a powerful tool to streamline your workflow and help give your patients the best care possible.

Please ask Stephanie Provider for your Practice Access Code so you can get started. Does your administrator need help finding the Practice Access Code? [Learn more here.](#)

Practice Access Code:
Ask your administrator

Login email:
aisha@support.practicefusion.com

Log in

Use your EHR to make your life easier by:

- Sending [e-prescriptions](#) to 70,000 pharmacies nationwide
- Connecting to more than 300 [lab and imaging centers](#)
- [Creating bills](#) directly in your EHR
- Managing [appointments](#) and [reminders](#) online
- Tracking [Meaningful Use progress](#) to earn incentives

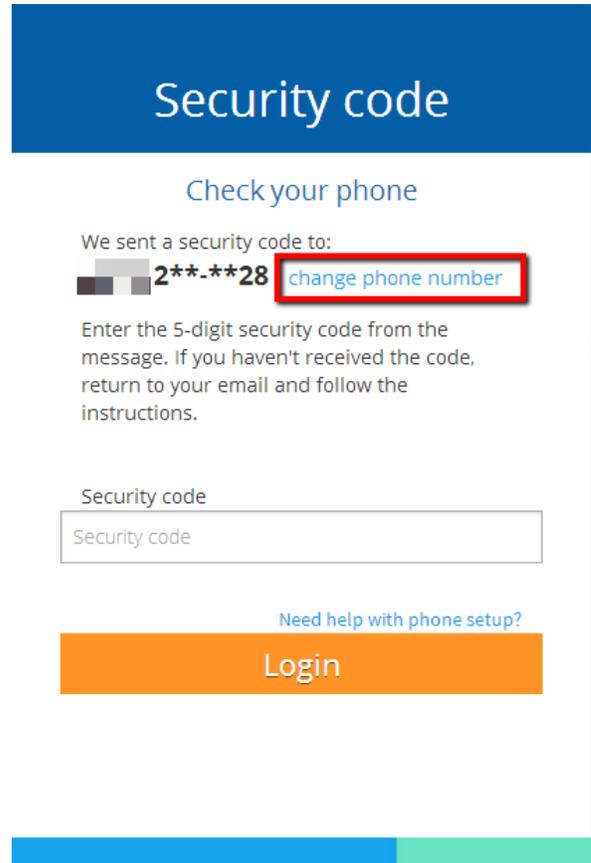
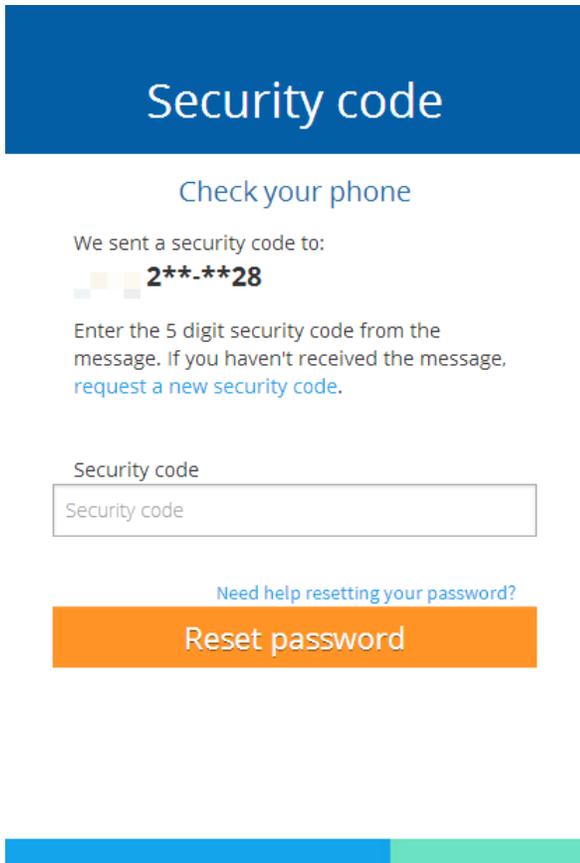
The Practice Fusion Team

Connecting doctors, patients and data to drive better health and save lives.

3. Set Password and Phone Security

Once the Practice Access Code is accepted, the user will be prompted to create a password. Next, the user will be asked to submit a security phone number to receive a text or voice message with a security code. **A new security code must be delivered to this number by text or voice anytime the user attempts to login on a new computer or in a new browser.**

Insider Tip: It is best that each user uses his/her own cell phone for this step as they will need to access that phone each time they use a new computer or need to reset their password.



Insider Tip: Checking the "Trust This Browser" box when entering your security code ensures you will not need to repeat this step on the same computer again.

ADDITIONAL RESOURCES

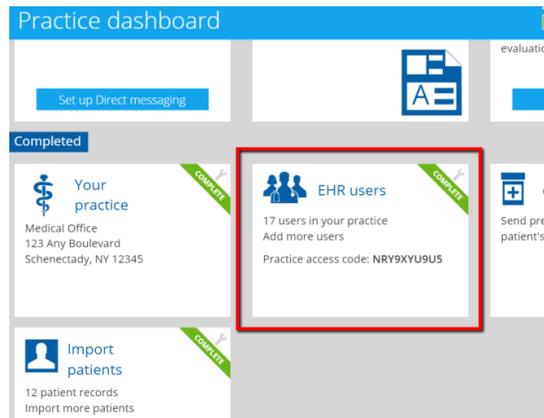
[ARTICLE: As an Administrator, how do I reset a user's verification phone number?](#)

[ARTICLE: How do I retrieve my security code?](#)

[ARTICLE: How do I reset my password?](#)

4. Manage Login Settings

Select the *EHR Users* tile on your Practice Dashboard to view a list of all users in your practice.



If a user has not completed their registration, you will see an option to “Resend” their invitation email. Be sure to provide the updated Practice Access Code when resending an invitation email.

Andrew Provider	andrew@success.practicefusion.com Verification email sent Resend	Staff	Non-Admin Active user
Kayla Staff	kayla@success.practicefusion.com Verification email sent Resend	Staff	Non-Admin Active user

To remove a user from the account you can click on their name from the EHR users list to open their profile and mark them as Inactive. An Inactive user will not have access to the EHR.

Login info

LOGIN EMAIL *
kayla@success.practicefusion.com
[Change login email](#)

VERIFICATION PHONE NUMBER

OFFICE PHONE
(555) 123-4567

EXTENSION
Extens..

PASSWORD
[Resend verification email](#)

USER STATUS
 Active Inactive

ADMINISTRATOR ACCESS
 Admin Non-admin

For information about features not reviewed in this guide, please visit the [Knowledge Base](#) to view step-by-step instructional articles for every feature in Practice Fusion.

For video tutorials and to learn more about Practice Fusion's newest features, check out the [Learning Center!](#)

Additional Sites for Your Reference:

[Meaningful Use Center](#)

[Help Center](#)

[e-Prescribing Center](#)

[Electronic Lab Ordering Center](#)