



## Instructions for PTN Practices

Thanks to the Transforming Clinical Practice Initiative (TCPI) funding the American College of Physicians is able to offer your Practice a complimentary subscription to ACP Practice Advisor for enrolling with a Practice Transformation Network (PTN).

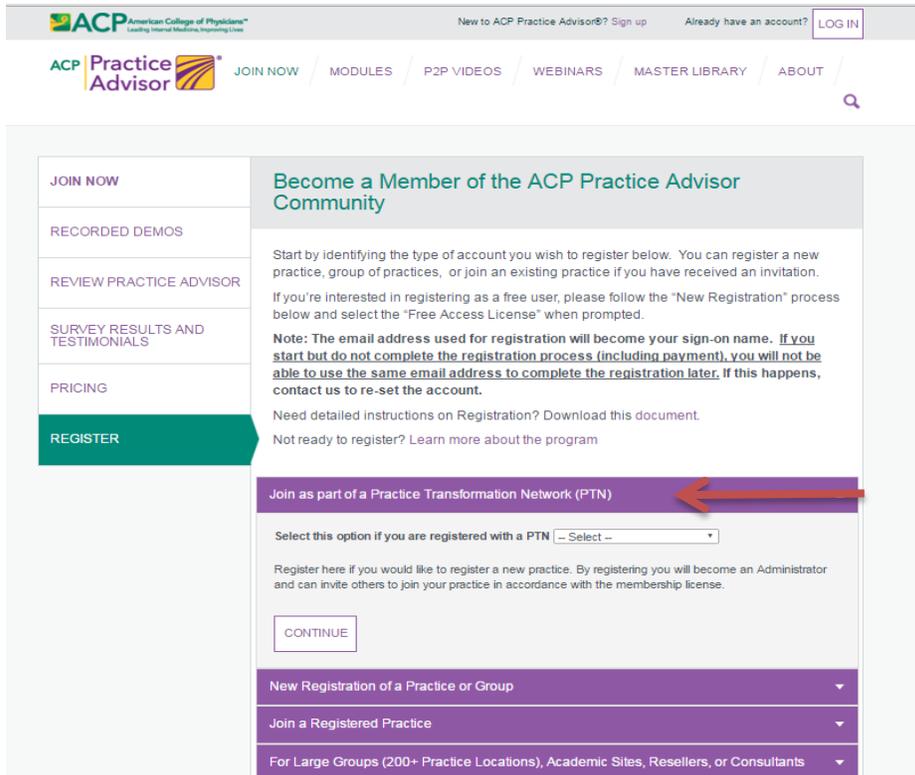
The **first** person from the practice that creates an account will become the **Practice Administrator**. Their account will be able to report on all other user accounts created for the same practice. After creation of the Practice Administrator account additional staff can create their Practice Advisor accounts by entering the practice id. If your organization has multiple locations you should create a Practice Administrator account for each physical location following the instructions below.

### To register and set up your Practice Administrator Account for a practice location.

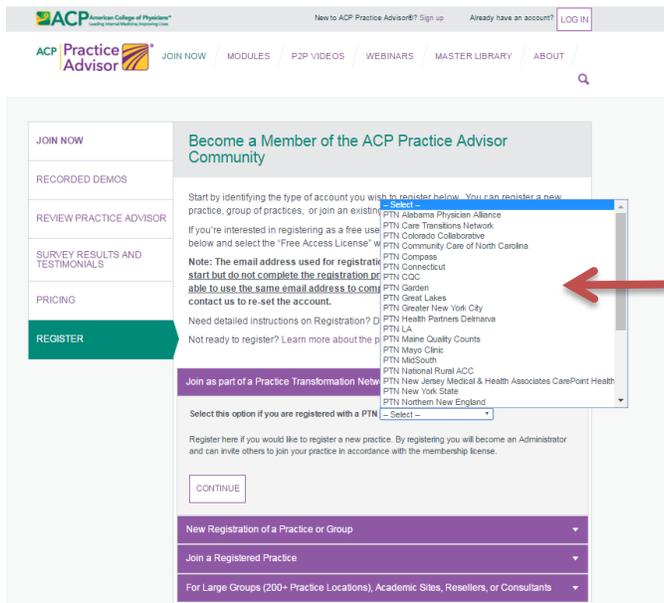
1. **Decide which staff member will be the Practice Administrator for your location. This person should register first.**
2. Click Register at [www.practiceadvisor.org/join-now](http://www.practiceadvisor.org/join-now) to create The Practice Administrator user account

A screenshot of the ACP Practice Advisor website. At the top, there is a navigation bar with the ACP logo and the text "American College of Physicians® Leading Internal Medicine Learning Sites". To the right of the logo are links for "New to ACP Practice Advisor? Sign up" and "Already have an account? LOG IN". Below the navigation bar is a menu with links for "JOIN NOW", "MODULES", "P2P VIDEOS", "WEBINARS", "MASTER LIBRARY", and "ABOUT", along with a search icon. The main content area features a large green banner with the heading "Join the Practice Advisor Community!". Below the heading is a photograph of a diverse group of healthcare professionals in a meeting. To the right of the photo is text: "Is your practice ready to join a growing online community of health care professionals dedicated to improving patient care? ACP Practice Advisor® will help assess your practice's ability to provide different aspects of patient-centered care, introduce practical tools and educational resources to address the opportunities identified for improvement, and engage the talents and capabilities of your entire office team in this effort." Below this text is a "REGISTER" button with a red arrow pointing to it from the right. Below the banner is a "JOIN NOW" section with a sub-heading "Why Join?". Under "Why Join?" are three items: "RECORDED DEMOS", "REVIEW PRACTICE ADVISOR", and "SURVEY RESULTS AND TESTIMONIALS". To the right of these items is a block of text explaining the benefits of joining the community, including access to self-paced modules, the ACP Practice Biopsy tool, and the Resource Library.

3. Click on the first option “Join as part of a Practice Transformation Network (PTN)”



4. Select the PTN that you are a part of from the drop down menu, and Click Continue



5. On the next page you will be asked to register. Enter the User information and the Practice Name on this registration page. After completing all the information, Click the box for “I’m Not a Robot and the “Proceed to Membership Options”

What is your primary interest in PA? \*  
Practice Improvement a \*

Please notify me of ACP Practice Advisor® News.

**Your Practice Information**

Practice Name \*

Type of Organization \*  
-- Please Select --

Number of Physicians

Number of NPs/PAs

Number of Practice Locations \*

Seeking recognition or accreditation as a PCMH? If so, which process are you likely to use? \*  
-- Please Select --

Please include your status regarding use of Electronic Health Records (EHR). \*  
-- Please Select --

I agree to the ACP License Agreement and Privacy Policy

I'm not a robot

ACP ONLINE CONTACT ACP LICENSE AGREEMENT

6. You have created the Practice Administrator Account for your Practice.

ACP Practice Advisor JOIN NOW / MODULES / P2P VIDEOS / WEBINARS / MASTER LIBRARY / ABOUT

**MY ACCOUNT** ACP Practice Advisor Practice Administration

MY BIOPSY REPORTS Welcome Mr. Tom Test of My Practice.

MY PROFILE

**MY PRACTICE**

MY NOTIFICATIONS

MY MOC RESULTS

SURVEY PANEL

RECENT BIOPSY RESULTS  
You have not completed any biopsies. Please take a look at the modules and complete your first biopsy.

As the Practice Administrator, you can:

- View all the members of your practice.
- Add or edit practice locations.
- Assign practice locations to each member.
- Assign administrative controls to specific users.

To add members to your practice, use your Practice ID found below.

Practice Member

Practice Member	Email	Practice Location	Administrator	Remove from Practice
		<input type="button" value="ADD/EDIT"/>		

7. Scroll to the bottom of the screen. You can find your practice ID and instructions for creating additional user accounts that will be associated with your practice.

**Adding New Practice Locations**

You can designate additional Practice Locations associated with your Practice ID. If you have a Premium License, doing so will allow you to review Practice Biopsy scores by location and see how each practice location is progressing.

Simply edit or add practice locations in the table above. New practice members will be able to select their appropriate Practice Location when registering under your Practice ID. Practice Members can also add or change their Practice Location through their My Account page.

**Adding New Practice members**

You can add new members of your practice to the Practice Advisor community by inviting them to register using your Practice ID. By using your Practice ID, they will not be required to provide payment for membership. You can add members up to the limit of your [license agreement](#).

**Your Practice ID is: MYPRA21797**

To register a new member of your practice:

1. Direct your practice registrant to [www.practiceadvisor.org/join-now/register.aspx](http://www.practiceadvisor.org/join-now/register.aspx).
2. Have them input the Practice ID in the "Join a Registered Practice" field.
3. The registrant should complete the form, and choose from the list of Practice Locations.

If a message is returned to the registrant stating the registration cannot be completed, then the license agreement limit has been exceeded. You will have to contact ACP to increase the number of clinicians you have under your license with Practice Advisor.

## Creating Additional User Accounts associated with the same Practice:

1. Distribute the Practice ID to those within your practice who want an ACP Practice Advisor user account.
2. When others in your practice will be joining they should select the third option, "Join a Registered Practice" and enter the practice ID.

RECORDED DEMOS

REVIEW PRACTICE ADVISOR

SURVEY RESULTS AND TESTIMONIALS

PRICING

**REGISTER**

Not ready to register? [Learn more about the program](#)

Start by identifying the type of account you wish to register below. You can register a new practice, group of practices, or join an existing practice if you have received an invitation. If you're interested in registering as a free user, please follow the "New Registration" process below and select the "Free Access License" when prompted.

Note: The email address used for registration will become your sign-on name. If you start but do not complete the registration process (including payment), you will not be able to use the same email address to complete the registration later. If this happens, contact us to re-set the account.

Need detailed instructions on Registration? [Download this document.](#)

Select this option if someone has invited you to participate. Your Practice ID will be required in order to be added to this practice.

Provide your practice ID

**JOIN**

For Large Groups (200+ Practice Locations), Academic Sites, Resellers, or Consultants

Email: [practiceadvisor@acponline.org](mailto:practiceadvisor@acponline.org) Phone: Samantha at 202-261-4509

Note: Payment for the Practice Advisor is processed through PayPal. If you do not have a PayPal account, you can set up a one time, free and secure PayPal transaction during the check out process. However, if you would like to set up a PayPal account in advance and use it for payment, [click here](#).

3. Users will complete the registration and will not be asked for payment. If there are any problems please contact us at [practiceadvisor@acponline.org](mailto:practiceadvisor@acponline.org).