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Footnotes: Footnotes have been added to this document. They can be identified by numerals that appear as superscripts at the end of the text and correspond with numbered text placed at the bottom of the page.

Callouts: Numerical callouts in the images represent steps within a procedural task. For example, in the image to the right, numbered callouts represent procedural steps. Alphabetical callouts refer to non-step related information.
The Practice Profile module displays read-only information about the selected Practice and the corresponding Locations, along with Clinician details.

2. Logging into PRIME Registry Dashboard
   1. Access your legacy registry dashboard in any browser.
   2. Enter your credentials. Use the same credentials you use to access the registry dashboard.
   3. Click Login. The legacy registry dashboard opens.
   4. Click 2019 Dashboard link. The 2019 dashboard link is present near the top-right corner of every page. The 2019 dashboard opens in a new tab.
   5. From the left navigation bar, click the Practice Profile icon. This is the 7th option in the navigation pane. The Service Desk page opens.

3. Practice Info
   1. On the 2019 Dashboard, from the navigation bar, click the Practice Profile icon. A page opens. By default, the Practice Info tab is selected and reflects the Practice information of the selected practice.
      
      ![Active Practice](active.png) indicates the current practice is Active

   2. In the Practice drop-down, select the required Practice name. The selected Practice and its corresponding Clinician and Location tabs display the details.

4. Clinicians
   1. To view a list of clinicians associated with the selected Practice, click the Clinicians tab.
      a. Clinicians (65) indicates that sixty-five clinicians are associated with the selected Practice.
      
      ![Active Clinician](active.png) indicates the Clinician is active
      ![Inactive Clinician](inactive.png) indicates the Clinician is inactive
5. Locations

1. To view a list of locations associated with the Practice, click the Locations tab.
   a. Locations (7) indicates that seven locations are associated with the selected Practice.

- indicates the Location is active  - indicates the Location is inactive

Search Feature

A search feature is available on the CLINICIANS and LOCATIONS tab only. Locate a clinician or location, by entering the search keywords like Name, NPI, State etc. in the Search field. Only records matching the search criteria will be displayed in the table below.