Illinois Department of Financial & Professional Regulation

Physician Profile User's Manual

September 2007
Logging into the Physician Profile Update

1. Go to the Internet

2. Type in this address:

   http://www.idfpr.com/applications/ProfessionProfile/default.aspx

3. On the left hand side of the screen – click once on “Are you a Licensed Physician? Update My Profile”

4. IMPORTANT: Please read the information on this page

FYI: On the left hand side of the screen you will see links to help you:

IDFPR Home – takes you to the IDFPR website

Profile Update Home – takes you back to the Professional Profile Update home page – like above

Profile Update Guide – this is the Users Guide for the Physician’s Profile

View FAQ (Frequently Asked Questions) – has a Q&A document

What are Profiles – lists what information is included and what a profile is

Disclaimers

Login to Update My Profile – you can login also here to update your profile
5. Click on **Continue to Login Page** or Click on Login to Update My Profile

This screen will appear. Now you will be able to login to update your profile.

**Hint:** You can either click in the textbox next to the requested information OR you can use the TAB key to move from textbox to textbox.

6. Type in your **License Number**

   You can either put in the dash or not

   Example: 036-######## OR 036#########

7. Type in either **one of these**: *PIN number* (found on your printed renewal post card), OR **Social Security Number** OR your **date of birth**

   **For Date of Birth** – Enter with the / or without the / or with hyphens
   Example: 08/23/1960 OR 08231960 or 08-23-1960

8. **After reading the terms** then click on **Secure Login**

   ![Login to Update My Profile]

   The Department of Financial and Professional Regulation has created the Profile internet web site as required by amendments to the Illinois Medical Practice Act (**225 ILCS 60/24.1**) to provide the public with access to information profiles on all physicians and chiropractors currently licensed in the State of Illinois.

   **REMEMBER:** You have until 11/15/2007 to review and verify the information in your profile, correct any inaccuracies, and provide additional required information. Failure to comply with this request by 11/15/2007 may result in disciplinary action against your license.
After you first login you will need to confirm your mailing address:

Please take a minute to CONFIRM YOUR MAILING ADDRESS as it currently exists in the IDFPR Licensing System so you will receive important license renewal correspondence.

License Number:
Social Security Number:
Date Of Birth:
Profession:

Mailing Address as it exists in IDFPR System:

Attention Line (optional):
Address Line 1:
Address Line 2:
City:
State:
Zip Code:
County:
Telephone:
E-mail Address:

Enter any necessary corrections to your mailing address below:

Address Line 1:
Address Line 2:
* City:
* State: Illinois
* Zip Code:
County:
Telephone:
E-mail Address:

If there are NO Changes - If you mailing address is correct, click on "This Mailing Address is Correct. Continue to Profile Update".

If there are CHANGES - If you need to change any information in this area, click in the text box and make the changes needed.

Then click on "Save the Changes I’ve Entered and Continue to Profile Update".

Note: * Red Star means that information is required.
There are 8 Required Sections that must be completed in your Profile. Please see the next page for the “Required Sections” instructions.

As you have completed each required profile – you will be able to see a message at the top of the screen that indicates “You have completed * of 8 required sections.” See below.

Hint: If the font color is blue and the text is underlined – this is a hyperlink – by rolling your mouse over the hyperlink you will see a hand appear – click once and this will take you to another screen.
Notice: On the left hand side of your screen – 9 more buttons have appeared:

While you are in each profile section you can use these buttons to also navigate or verify the various profile sections.

If any of these buttons are “grayed out” this means they are currently inactive at the time.

Next Required Section – takes you to the next required section

Mark This Section Verified – you can mark this section has completed

Previous Profile Section – takes you to the previous section of your profile

Next Profile Section – takes you to the next section of your profile

Add New Entry for this Section – lets you add a new entry for the section you are in

Save My Changes – if you make changes to your profile you can click to save or if you verify that is the same as saving your profile

Show Section List – lists the required and optional information sections you can update

Preview My Profile – shows how your information will be displayed to the Public. Click once on this button. To return back to the Profile Update – click on the “Return to Profile Update” button. You can also Print your Profile from here.

Print My Profile – prints your profile; takes you to a new screen where you can choose what areas of your profile you want to print.

Just click in the checkbox □ to select the profile items you want to print. Click on Print Profile

To return click on Return to Profile

IMPORTANT - Remember: When you are done with each profile section you MUST click on FINISHED & VERIFIED OR you can use the “buttons” on the left side of your screen and click on “Mark This Section Verified”
There are 8 areas of Required Information for your profile.

**You must enter the data OR just verify if the information is correct and then click on Finished & Verified for these required sections.**

Primary Office Location(s)
Hospital Affiliations
Medicare
Medicaid
All Kids
Board Certification
Medical School
Post Graduate Education

**TO BEGIN:**

Click on a link in this list (above) to go directly to a specific Profile Section you want to view or change OR click Continue To Next Required Profile Section.

Once you are in the “Required Sections” these icons may appear on the screen:

Add New (let’s you add more information in the section)
Save (saves the information you are inputting)
Delete (deletes the information)

Top of Profile – will take you to the top of the page (profile) you currently are on

**REMEMBER:** When you are in a “Required Section” – when you see a textbox that has a “Red Asterisk” * beside it – this information is a Required Entry in this profile section.
Required Information

Primary Office Location(s) (1)

This office address data was transferred from data in the Department's licensing system. Carefully review this information for accuracy and make any necessary corrections. Click Finished and Verified to continue after you have completed each required Profile Section.

If this information in the Primary Office Location Required Section is correct, click on Finished and Verified.

If you need to Change the Address:

1. Click once to place your mouse in the textbox and then type in the corrections

2. Click on Save

DO NOT Enter Private Information - This information will be viewable by the Public

More than one entry may be added to this profile section.

To Add Another Office Location: Click on Add New or Add New Entry for This Section (on the upper left hand side of the screen) and then type in your information and click on Save.

Once you are completely done with the first required screen (Primary Office Location), click on Finished and Verified.

NOTE: Once you Finish and Verify a Required Profile it will automatically take you to the next Required Profile.
Hospital Affiliations (2)

Here you need to list each hospital at which you currently have staff privileges. Select a hospital from the list if you want the public to be able to use this as search criteria.

You can add more than one hospital to this profile area.

**To Add a Hospital:**

1. Click on the **down arrow by Select an Illinois Hospital** and then **click on the appropriate hospital**

2. If the hospital is not listed - In the 2nd textbox, type in the type of the hospital

3. Type in the City and then select the State

4. Click on **Save**

To **Add Another Hospital**, click on **Add New first** and then follow Steps 1 – 4 above.

**To Delete a Hospital:**

1. Click **once on the hospital you wish to delete**

2. Click on **Delete**

**REMEMBER:** Once you are completely done with the second required screen (Hospital Affiliations), **click on Finished and Verified**. The system will automatically take you to the next required profile.
Medicare (3)

1. **If you are currently a participating provider, click on Yes.**

   If No, this option is already bulleted.

2. **Answer the 2nd statement** – “I am accepting new Medicare patients: Yes or No” – Bullet either option.

3. **Once you are completely done** with the third required screen (Medicare), **click on Finished and Verified.**

Medicaid (4)

1. **If you are currently a participating provider, click on Yes.**

   If No, this option is already bulleted.

2. **Answer the 2nd statement** – “I am accepting new Medicaid patients: Yes or No” – Bullet either option.

3. **Once you are completely done** with the fourth required screen (Medicaid), **click on Finished and Verified.**

All Kids (5)

1. **If you are currently a participating provider, click on Yes.**

   If No, this option is already bulleted.

2. **Answer the 2nd statement** – “I am accepting new All Kids patients: Yes or No” – Bullet either option.

3. **Once you are completely done** with the fifth required screen (All Kids), **click on Finished and Verified.**
Board Certification (6)

(Recognized by the American Board of Medical Specialties)

Enter your current board certification(s). Select Specialty, and if applicable, Subspecialty from the list provided. Only list formally completed certifications, not eligibility.

First, answer the question of “Do you currently have any formal board certifications?” Yes or No – bullet the option.

To Add Board Certifications:

1. Click on the down arrow by Select a Specialty or Subspecialty and then click on the appropriate specialty

   Once you select your specialty – the appropriate Certifying Board will appear

2. Type in the Year of Initial Certification (this is required)

3. Type in the Year Current Certification Expires

4. Click on Save

To add another Board Certification – Click on Add New and then follow steps 1 to 4 above.

To Delete a Board Certification:

1. Click once on the Board Certification you wish to delete

2. Click on Delete

Once you are done, click on Finished and Verified.

(You will automatically go to the next Required Profile of “Medical School”.)
Medical School (7)

List each medical school you have attended. Do NOT enter post-graduate education (internships, residency, and fellowships) here because that information will be entered into the next required section.

To Add a Medical School:

1. **Type** in the name of the **School** (Required)
   
   (Remember you can use Tab to go from textbox to textbox)

2. **Type** in the City, State, Country and Year Completed

3. Click on **Save**

To add another Medical School – Click on **Add New** and then follow steps 1 to 3 above.

To Delete a Medical School:

1. Click **once on the medical school you wish to delete**

2. Click on **Delete**

REMEMBER: Once you are completely done, click on Finished and Verified.
Post Graduate Education (8)

Enter details of your post-graduate education (internship, residency, fellowships or other professional programs) in the area provided.

To Add Post Graduate Education:

1. **Type** in the name of the **School/Sponsor** (required)

2. **Type** in the Post Graduate Training Program

3. Type in the City, State, Country and Year Completed

4. Click on **Save**

To add another Post Graduate Education – Click on Add New and then follow steps 1 to 4 above.

To Delete Post Graduate Education:

1. Click once on the school/sponsor you wish to delete

2. Click on Delete

**REMEMBER:** Once you are completely done, click on Finished and Verified.

You will be taken back to ”Update My Public Profile” screen.

A message should now say “You have completed and verified all 8 required sections.”
Optional Information

There are also optional information screens you can complete. You may choose to enter information about yourself and your professional practice in any of the profile sections listed below. These areas include:

Additional Office Locations
Previous Practice Locations
Insurance Plans
Professional Positions
Professional Affiliations
Academic Appointments
Professional Publications
Other Professional Activities
Honors & Awards
Community Activities

Also in the Optional Information sections listed above are 4 icons that appear in each screen.

Previous Section – takes you to the previous section
Next Section – will next you to the next section of the required sections
Show Section List – will take you to the “Main Screen” where the list of required sections are
Preview My Public Profile – will let you see what your Public Profile will look like

REMEMBER: DO not enter private information in the Optional Information Sections. It too will be available for the public to see.

Also when working in the Optional Profile Screens, you can either click on Next Section or click on Mark This Section Verified to go to the next Optional Profile Screen.
**Additional Office Locations**

You may enter additional office locations here. This is not required.

**Remember:** DO **NOT** enter PRIVATE contact information here because this information will be viewable by the public.

**To Add Additional Office Locations:**

1. Type in the office address, city, state, zip code and any other information such as Phone, Fax, etc.

   (You can use the Tab key to go from field to field but it will go left to right on the screen)

   Remember: Address, City and State are required.

   You can also click on the Days of the Week at This office to place a checkmark that indicates the days you are at this particular office.

2. Click on **Save**

To **Add Another Office Location** – click on Add New and then follow steps 1 – 2 above.

**To Delete an Additional Office Location:**

1. **Click on the Office Location** (to select that location)

2. Click on **Delete**

**Remember:** To go to the Next Section, you can **click on Next Section** or go back to the Sections List by clicking on Show Section List
Previous Practice Locations

You may enter previous office locations here. This is not required. Also more than one previous practice location can be added to this area of the profile.

To Add a Previous Office Location:

1. Type in the office address, city, state, zip code and any other information such as Phone, Fax, etc.

(You can use the Tab key to go from field to field but it will go left to right on the screen)

You can also click on the Days of the Week at This office to place a checkmark that indicates the days you were at this particular office.

2. Click on Save

To Add Another Previous Practice Location – click on Add New and then follow steps 1 – 2 above.

To Delete an Additional Previous Practice Location:

1. Click on the Office Location (to select that location)

2. Click on Delete

Remember: To go to the Next Section, you can click on Next Section or go back to the Sections List by clicking on Show Section List
Insurance Plans

You may list each insurance plan you currently accept by using the checklist below. This section is not required.

To Add an Insurance Plan:

1. In Other Insurance Provider – type in the name of the Insurance Plan (Only if it is not listed already)

2. Type in the Plan Type

3. Click checkboxes next to the major Insurance provider/plan

Only check those Providers/Plans that are accepted at your office.

4. Click on Save

To Add another Insurance Plan that is not listed, click on Add New and type in the information.

You can also click on Add New Entry on the left hand side of the screen.

To Delete an Insurance Plan:

1. Click on the Insurance Plan (to select that plan)

2. Click on Delete

Click on Next Section
**Professional Positions**

You may enter any professional positions below, such as medical directorships, hospital departmental positions, professional chairs, etc. This is not required. Professional memberships and academic positions will be entered in other profile sections.

**To Add a Professional Position:**

1. Type in the Organization, position/title and the start and end year
2. Click on **Save**

**To Add Another Professional Position** – click on **Add New** and then follow steps 1 – 2 above.

**To Delete a Professional Position:**

1. **Click on the Professional Position** (to select that position)
2. Click on **Delete**

**Click on Next Section**

**Professional Affiliations**

You may enter any professional affiliations or memberships below, such as medical society memberships, clinic affiliations, board memberships, etc. This is not a required profile section. Academic positions will be entered in another section.

**To Add a Professional Affiliation:**

1. Type in the Organization, Role, Web Site, Start Year and End Year
2. Click on **Save**

**To Add Another Professional Affiliation** – click on **Add New** and follow steps 1 – 2 above.
To Delete a Professional Affiliation:

1. **Click on the Professional Affiliation** (to select that affiliation)
2. Click on **Delete**

**Remember:** To go to the Next Section, you can click on Next Section or go back to the Sections List by clicking on Show Section List

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**Academic Appointments**

**To Add an Academic Appointment:**

1. Type in the school, position/title, etc.
2. Click on **Save**

To **Add Another Academic Appointment Affiliation** – click on **Add New** and then follow steps 1 – 2 above.

**To Delete an Academic Appointment:**

1. **Click on the Academic Appointment** (to select that appointment)
2. Click on **Delete**

**Remember:** To go to the Next Section, you can click on Next Section or go back to the Sections List by clicking on Show Section List
**Professional Publications**

You may enter professional publications in this optional profile section.

**To Add a Professional Publication:**

1. Bullet the question by clicking the option of Yes or No
2. Type in the title, journal or publication
3. Click on Save

**To Add Another Professional Publication** – click on Add New and then follow steps 2 – 3 above.

**To Delete a Professional Publication:**

1. Click on the Professional Publication (to select that position)
2. Click on Delete

Click on Next Section

**Other Professional Activities**

You may enter any professional activities in this optional profile section which you haven't already listed in any other profile section.

**To Add a Professional Activity:**

1. Bullet the question by clicking the option of Yes or No
2. Type in the organization, role, description, etc.
3. Click on Save

**To Add Another Professional Activity** – click on Add New and then follow steps 2 – 3 above.

**To Delete a Professional Activity:**

1. Click on the Professional Activity
2. Click on Delete
**Honors & Awards**

You may enter any honors or awards you have received in this optional profile section.

**Bullet the option of Yes if you want these honors/awards to be seen on your public profile.**

**To Add Honors & Awards:**

1. Type in the description, organization & year
2. Click on **Save**

To **Add Another Honor/Award** – click on **Add New** and follow steps 1 – 2 above.

**To Delete a Honor or Award:**

1. Click on the Honor/Award
2. Click on **Delete**

**Click on Next Section**

**Community Activities**

You may enter any community activities in this optional profile section.

**To Add a Community Activity:**

1. Type in the organization, role, description, etc.
2. Click on **Save**

To **Add Another Community Activity** – click on **Add New** and follow steps 1 – 2 above.

**To Delete a Community Activity:**

1. Click on the Community Activity
2. Click on **Delete**
System Data Selections

Data in this area has been provided by the information records for the Department of Financial & Professional Regulation. This information can only be modified by the Department. However you can view this information but clicking once on the Section.

Once inside these sections, click on Next Section to view all the sections of the System Data Sections.

Remember: You can click on the Show Section List to get back to the Profile Section Summary.

System Data Sections
Data in the profile sections listed below is provided from the information records of the Department of Financial and Professional Regulation and can only be modified by the Department.

Malpractice Judgments
Malpractice Settlements
Felony Criminal Convictions
Class A Misdemeanors
Discipline in Illinois
Discipline in Other States
Restriction of Hospital Privileges
Years in Practice in Illinois

<< Previous Section Next Section >> Show Section List Preview My Public Profile

Malpractice Judgments
Malpractice Settlements
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