

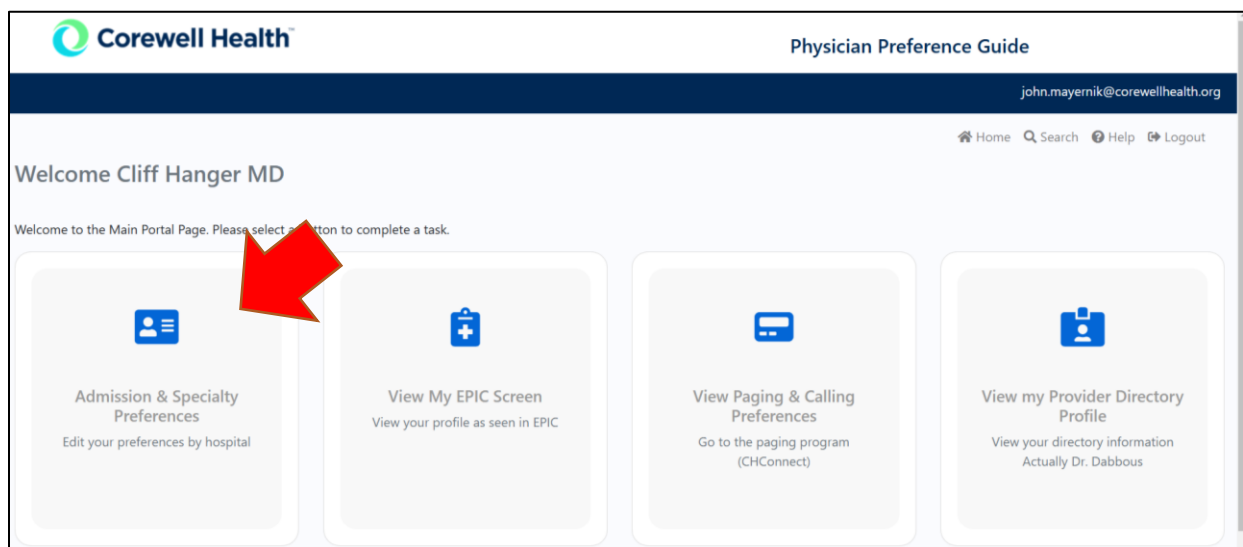
# Physician Preference Guide (PPG)

Welcome to the Physician Preference Guide. The Physician Preference Guide is a self-service tool that allows physicians to manage and update their admission and specialty preferences. Physicians are responsible for updating and maintaining their own information in the PPG.

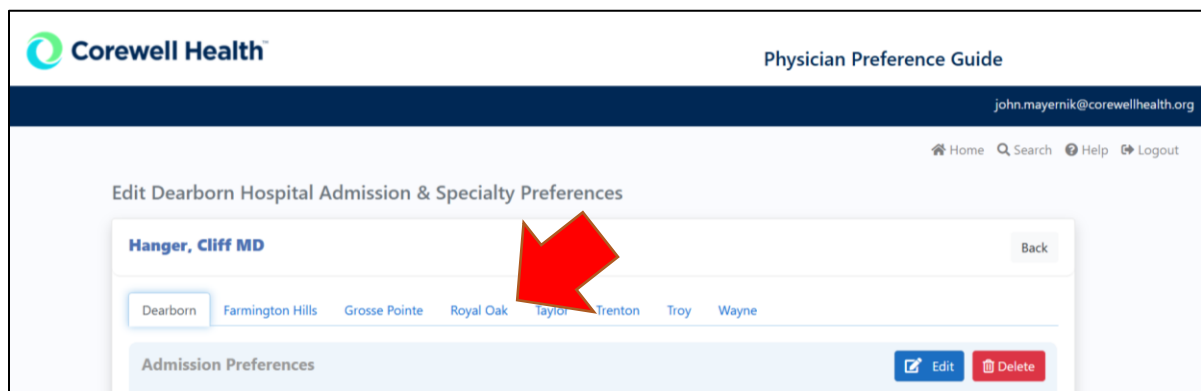
## Edit Admission Preference

Your admission preference is your general admission preference for your patients.

### 1. Click on Admission & Specialty Button.



### 2. Pick the hospital.



### 3. On the hospital tab you want to change, click on Add button.

4. **Please fill out the form.** You can decide who you want a Courtesy call. Certain hospitals have their own questions.
5. **Choose your preference type.** Your answer determines the next question.

6. If you select “Admits to Physician” or “Admits to a Physician Group”, you will be asked to select the doctor or group in another drop-down menu.

7. **Type in a note in the Note box.** This is not mandatory.
8. **Click on Submit.** Your selection is saved.
9. **Repeat for other hospitals if necessary.**