Physician Preference Guide
How To
Login, Add & Edit Admitting and Specialty Preferences
March 2021
The Physician Preference Guide is a self-service tool that allows physicians to manage and update their admission and specialty preferences. As of 2021 physicians are responsible for updating and maintaining their own information in the PPG.

Each hospital will identify a local admin and physician lead to help operationalize the PPG. We strongly encourage that individual physicians populate and manage their PPG preferences but also understand the need for local autonomy in how medical staff offices and administration support physicians.

If a physician is unable to login and update their preferences, they may contact a site admin or physician lead for assistance. The admin’s ability to edit preferences for physicians is on a case-by-case basis and determined locally at each site. Local admins must keep documentation that a request for a change was made by a physician.
After signing in, you will be taken to your PPG profile. This screen displays your Admission & Specialty Preferences by Hospital.
To Add or Edit preferences, Click on the hospital tab you want to set, and click the Edit button. If there are no preferences selected, you will see an “Add” button instead of Edit.
There are 3 options to set for Admitting preferences. Admits to Self, Admits to Med-Staff On-Call, or Admits to a Physician or Physician Group.
To Admit to a Physician or Physician Group, select that button and begin typing the last name of
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Once you have located the Physician or Group, select the item and enter any notes related to that preference and click Save.
Once you have saved your preference, you are taken back to your profile and your selection and
If the Dearborn tab is selected, you will see a special section called Observation Preferences. These are specific to Dearborn; you can set your preference from a pre-defined and approved list.
To set Observation Preferences, click the Add/Edit button
Choose from the list of approved Physicians for the Observation Unit and click Add
To add a Specialty Preferences to your profile, click the Add Specialty button.
Choose the Specialty from the drop-down menu and then begin typing the Physicians Last Name or Group Name. Make your selection, enter any notes for that preference and click Add.
To edit an existing Specialty, click the Edit button. To remove a Specialty, click the Delete button.
Click Edit for the Specialty you wish to change and begin typing the Physicians Last Name or Group Name. Make your selection, enter any notes for that preference and click Add.
The PPG keeps an audit trail of every change that was made to a profile, including who made the change and the date and time it was last updated.
Helpful Tips

- If there are no preferences shown for a physician, that physician has not set their own preferences.

- Registration and Physician Liaisons cannot update preferences for anyone.

- Addition training videos and tip sheets are available on providers.Beaumont.org.

- For errors or issues with the program, please submit a ticket with the Help Desk.
For more information, visit providers.Beaumont.org or contact a site admin.