



## Submitting Profiles for Review

A user with the provider role can modify fields in a profile and submit those changes for review. Such a user can also submit a profile without making any changes, as a way to log that they looked at the profile record and confirmed it.


### To submit profile changes for review:

1. Log in to ProviderMatch Administrator. (If you have provider permissions, your provider profile displays as soon as you log in.)
2. Select the Clinical tab and review the clinical keywords that have been chosen for your specialty. If you would like to modify any of your clinical keywords (remove or add) click **Edit**.
3. Make your changes and click **Save**. For example, this provider added minor changes to the Professional Statement field of her profile.
4. Change other fields if necessary. When you are done updating the profile, click **Submit for Review**.

Personal		<a href="#">Edit</a>
First Name	Samantha	
Middle Name	--	
Last Name	Sanders	
Suffix	--	
Image	--	
Provider Gender	--	
Languages	--	
NPI	1122334455	
Professional Statement	This is a professional statement. Thank you for scheduling your visit with Dr. Sanders.	

5. If you are done updating the profile, click **Yes, I'm Done**.

You then see the profile before your changes (shown in red) and after your changes (shown in green). For example:

Personal	
First Name	Samantha
Middle Name	--
Last Name	Sanders
Suffix	--
Image 	--
Provider Gender	--
Languages	--
NPI	1122334455
Professional Statement	<div style="background-color: #ffe6e6; padding: 2px; margin-bottom: 2px;"><del>This is the professional statement. Thank you for scheduling with Dr. Sanders!</del></div> <div style="background-color: #e6ffe6; padding: 2px;">This is a professional statement. Thank you for scheduling your visit with Dr. Sanders.</div>

The highlighted changes move to **In Progress** phase of the workflow, and the profile is locked until the workflow process is **Done** or **Cancelled**.

#### To submit an unchanged profile:

1. Log in to ProviderMatch Administrator. (If you have provider permissions, your provider profile displays as soon as you log in.)
2. Review the profile information.
3. Click **Confirm No Changes**.

The unchanged profile goes through the usual workflow process, and is tracked in the audit log and the Approval Workflows dashboard in Analytics. If there are any data modifications to a profile, the Submit for Review option displays instead of Confirm No Changes (see above).

**Note:** The unchanged profile goes to a Done state only if the approval workflow process has Auto Skip Reviewer enabled. If Auto Skip Reviewer is disabled, the empty change displays on the Approval Requests page as In Progress.