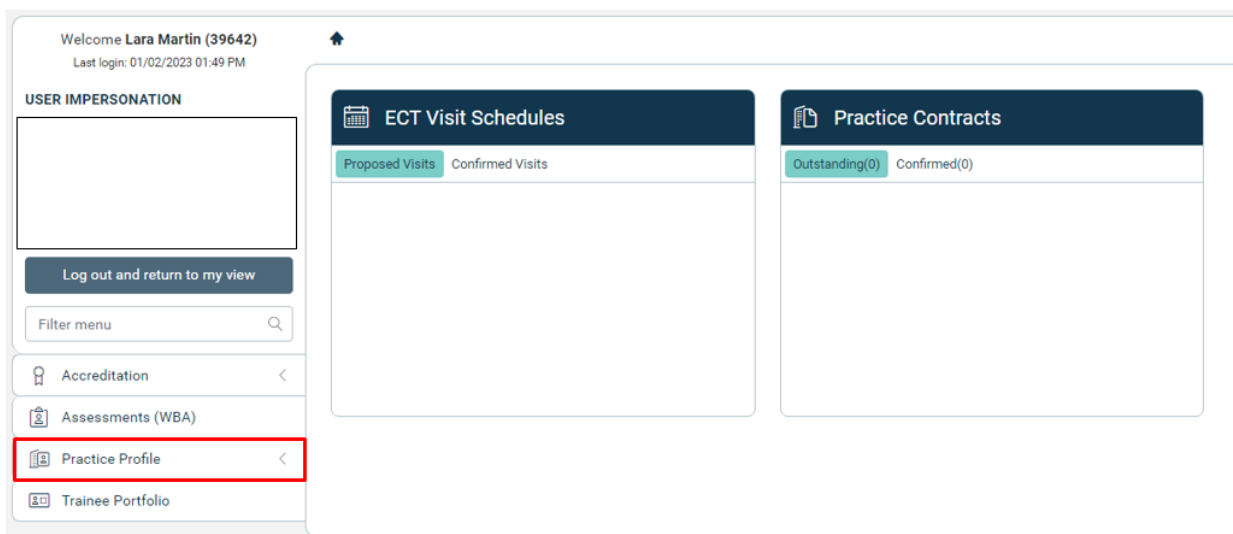


How to view your practice profile

User: Practice Manager

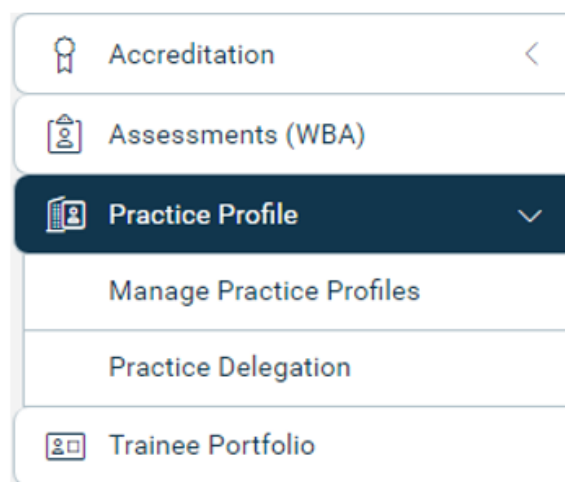
1. Click on the 'Practice Profile' tab located on the left-hand side of the dashboard.



2. You will be presented with two options as pictured below.

Manage Practice Profiles – this is where you view and make relevant changes to your practice profile should you have the required access.

Practice Delegation – this is where you can see who has access to make changes to the practice profile and what their role is. If any changes are required, you will need to contact your relevant Training Coordinator.



3. Select 'Manage Practice Profiles' once you do this, you'll be directed to a page that lists all the practices that you're listed as the practice manager.

🏠 Manage Practice Profiles

Facility name

Search Reset

Search results

Name	Facility type	Location	Practice status	Accreditation status	Profile last updated	Current profile
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[REDACTED] <small>Additional Site</small>	General Practice	AVOCA	Active	Current		
[REDACTED]	General Practice	MARYBOROUGH	Active	Current	23/01/2023	🔍

⏪ ⏩ 1 Page size: 10 2 items in 1 pages

4. In order to view a practice profile you need to click on the name of the practice.

(If you cannot click on the practice names, this means you do not have the required access and need to contact your relevant training coordinator)

5. Once you've clicked on the practice name, you will be directed to the practice profile.

🏠 Edit Practice Profile: [REDACTED]

You can update your practice profile all year round. The practice profile is used to promote your practice to prospective registrars, and is where you enter important information we will use to organise payments to you and provider number paperwork for your registrars.

Profile Financial Information Medicare

Practice Details Supervision & Experience Registrar Testimonials Preview

Practice type General Practice

Practice philosophy/overview* Test

What education and training support will you provide to the trainee?* Test
e.g. education program, supervisor experience, college examiner

Save

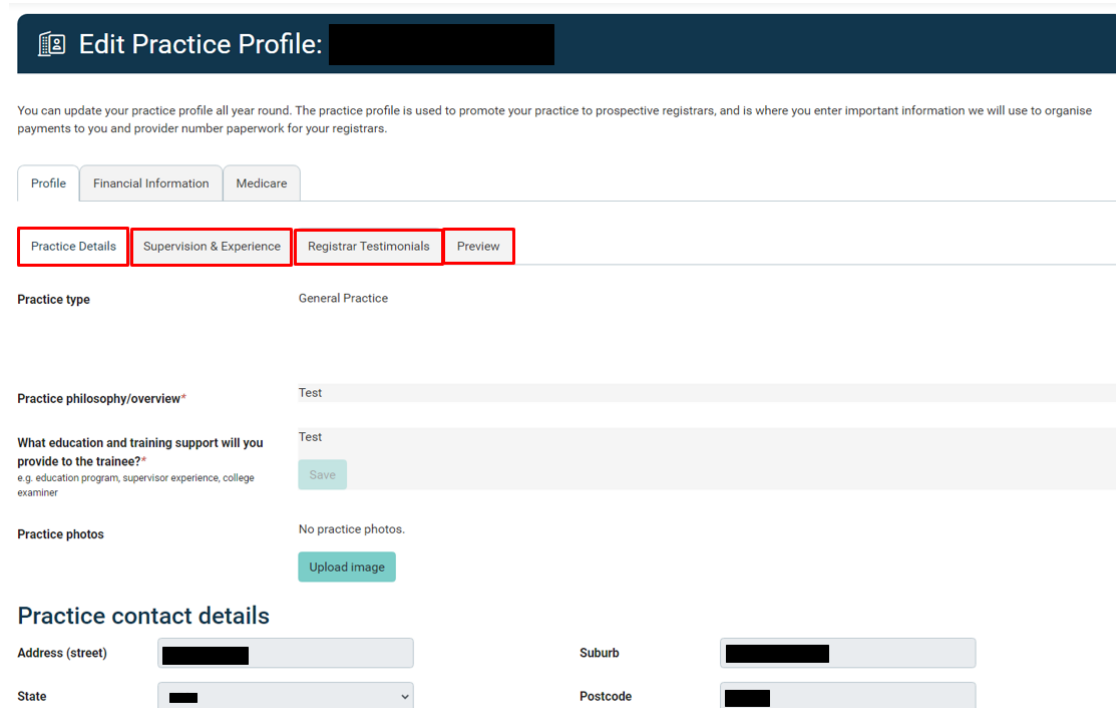
Practice photos No practice photos.
Upload image

Practice contact details

Address (street)	<input type="text"/>	Suburb	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>
Phone number	<input type="text"/>	Fax number	<input type="text"/>
Email address	<input type="text"/>	Website URL	<input type="text"/>

6. The practice profile consists of four tabs as pictured below.

(You may be required to add the relevant information if it's not prefilled)



Edit Practice Profile: [Redacted]

You can update your practice profile all year round. The practice profile is used to promote your practice to prospective registrars, and is where you enter important information we will use to organise payments to you and provider number paperwork for your registrars.

Profile | Financial Information | Medicare

Practice Details | Supervision & Experience | Registrar Testimonials | Preview

Practice type General Practice

Practice philosophy/overview* Test

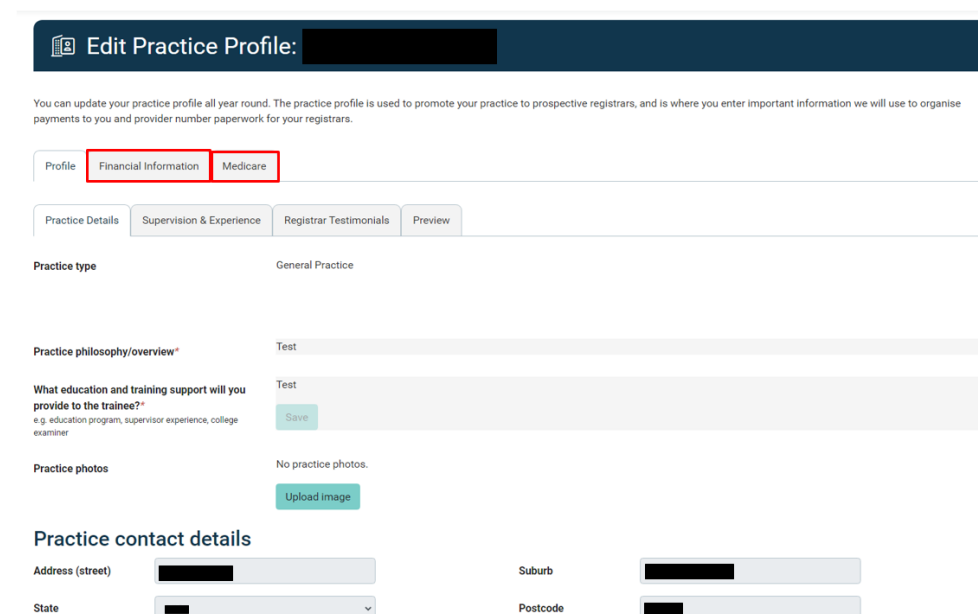
What education and training support will you provide to the trainee?* Test
e.g. education program, supervisor experience, college examiner Save

Practice photos No practice photos. Upload image

Practice contact details

Address (street) [Redacted] Suburb [Redacted]
State [Redacted] Postcode [Redacted]

You can also view and add information such as the practices financial and Medicare details.



Edit Practice Profile: [Redacted]

You can update your practice profile all year round. The practice profile is used to promote your practice to prospective registrars, and is where you enter important information we will use to organise payments to you and provider number paperwork for your registrars.

Profile | Financial Information | Medicare

Practice Details | Supervision & Experience | Registrar Testimonials | Preview

Practice type General Practice

Practice philosophy/overview* Test

What education and training support will you provide to the trainee?* Test
e.g. education program, supervisor experience, college examiner Save

Practice photos No practice photos. Upload image

Practice contact details

Address (street) [Redacted] Suburb [Redacted]
State [Redacted] Postcode [Redacted]