

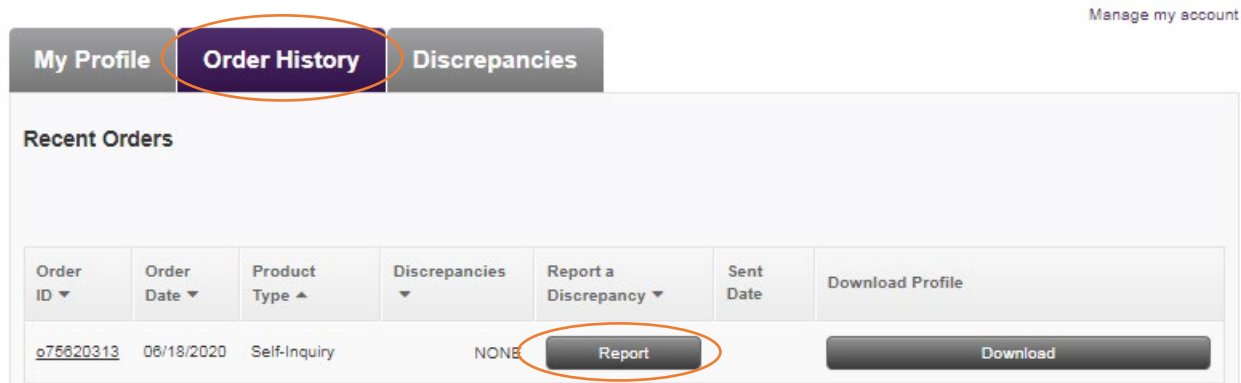
# How to Report Discrepancies on a Self-Inquiry Profile (for Physicians)

All physicians, regardless of AMA membership, may request a free Self-Inquiry Profile and report discrepancies against the Self-Inquiry Profile at no charge. A discrepancy report may be filed within 180 days of Self-Inquiry Profile order.

## Step 1

Sign into the [AMA Profiles Hub](#) and navigate to the **Order History** tab.

Locate your recent self-inquiry order and click the **Report** button to navigate to the discrepancy reporting page.



The screenshot shows the user interface of the AMA Profiles Hub. At the top right, there is a link for "Manage my account". Below it is a navigation bar with three tabs: "My Profile", "Order History" (which is highlighted with a purple background and circled in orange), and "Discrepancies". The main content area is titled "Recent Orders" and contains a table with the following data:

Order ID	Order Date	Product Type	Discrepancies	Report a Discrepancy	Sent Date	Download Profile
<a href="#">o75620313</a>	06/18/2020	Self-Inquiry	NONE	<b>Report</b>		<b>Download</b>

Please note that only one discrepancy report can be filed per order. To file a new report, you will need to place a new order for your free self-inquiry profile. Only one self-inquiry is allowed per day.

## Step 2

Once in the discrepancy form, enter your contact phone number, and follow the instructions. Use the selection boxes to choose the items for which you want to report a discrepancy, then click **Continue**.

Manage my account

**My Profile** Order History Discrepancies

### Discrepancy Report Form

The following report is against a Self-Inquiry for F [REDACTED] H [REDACTED]  
The profile was ordered on June 18, 2020 in order o75620313.

\* Indicates required field. [< Cancel](#) [Submit Discrepancy](#)

#### Reporter Information

Please confirm your contact information is correct.

Contact First Name\*

Contact Last Name\*

Contact Phone Number\*

Contact Email Address\*

#### How to Use This Discrepancy Reporting Form

1. Use the following list to select those sections of the AMA Profile that require a change.
2. After clicking Continue, the Hub will open one section at a time. When a section opens, enter data as needed.
3. To move to a new section, click the current section's Continue button.
4. If a section opens and you realize a change is not required, click the circled X at the top right of that section to remove it from your report.
5. After you complete your last selected section, the Hub will provide a final opportunity for you to review all changes that you entered in each section. Review carefully, then click the Submit Discrepancy button.

<input type="checkbox"/> Medical Training Programs (ACGME)	<input type="checkbox"/> Federal Drug Enforcement Administration
<input type="checkbox"/> ABMS Board Certification(s)	<input type="checkbox"/> ECFMG Certification
<input type="checkbox"/> Address Change	<input type="checkbox"/> Name Change
<input type="checkbox"/> State License(s)	<input type="checkbox"/> AMA Membership
<input type="checkbox"/> Telephone/Fax/Email	<input type="checkbox"/> Birthplace
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Major Professional Activity
<input type="checkbox"/> Medical School and Year of Graduation	<input type="checkbox"/> NPI Number
<input type="checkbox"/> Self-Designated Practice Specialty	

[Continue](#)

### Step 3

Many of the sections begin by asking you to select whether information needs to be added or existing information needs to be removed from the profile. When asking information be removed, include each piece of data in the profile section that you believe should be removed.

Required fields are marked with an asterisk and must be completed if you wish to advance to the next section.

After entering all information for a section, click **Continue**. You can review the content before submission or click back into previous sections, if needed.

**Medical Training Programs (ACGME)**

This section is to add missing or edit existing ACGME residency and training program information or to remove a training program from a Profile. To update medical school information, please see the "Medical School and Year of Graduation" section.

Choose one:

Add or Edit an ACGME  Remove an ACGME

Enter the requested information as you expect the training segment to appear on the physician's AMA Profile.

Training Program State\*

Institution Name\*

Specialty\*

From Date\*

To Date\*

This section is for making clarifications and adding additional information. It is not for entering additional discrepancies. Please reference the corresponding section to add additional discrepancies.

Additional Information

[Federal Drug Enforcement Administration](#)

[ABMS Board Certification\(s\)](#)

[ECFMG Certification](#)

[Address Change](#)

### Quick Tip: Entering multiple entries for select sections

Multiple entries can be made for the following sections of the report: Medical Training Programs (ACGME), ABMS Board Certification, and State License. For each of these three sections, a maximum of 10 entries can be made by clicking the button that allows you to update an additional data point.

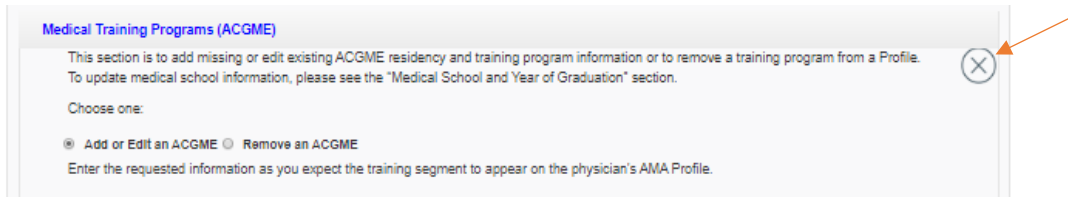
This section is for making clarifications and adding additional information. It is not for entering additional discrepancies. Please reference the corresponding section to add additional discrepancies.

Additional Information

## Quick Tip: Removing a section from your report

There are two ways to remove a section that you selected for your report:

- Click the X button in the top right corner of the section you are working in (as shown in the first image)
- Deselect the section from the check box menu at the top of the form, then click continue (as shown in the second image)



**Medical Training Programs (ACGME)**

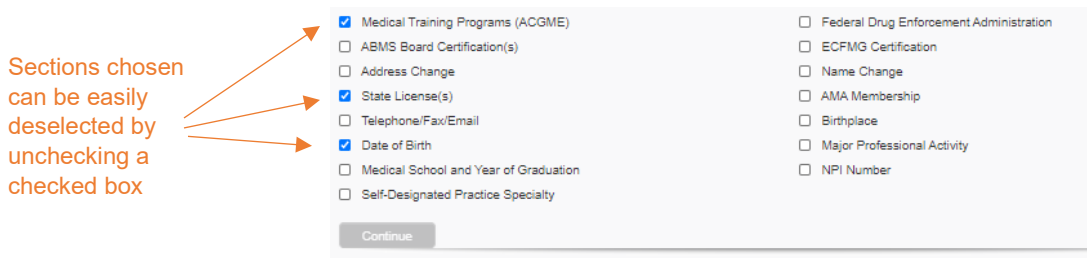
This section is to add missing or edit existing ACGME residency and training program information or to remove a training program from a Profile. To update medical school information, please see the "Medical School and Year of Graduation" section.

Choose one:

Add or Edit an ACGME  Remove an ACGME

Enter the requested information as you expect the training segment to appear on the physician's AMA Profile.

or

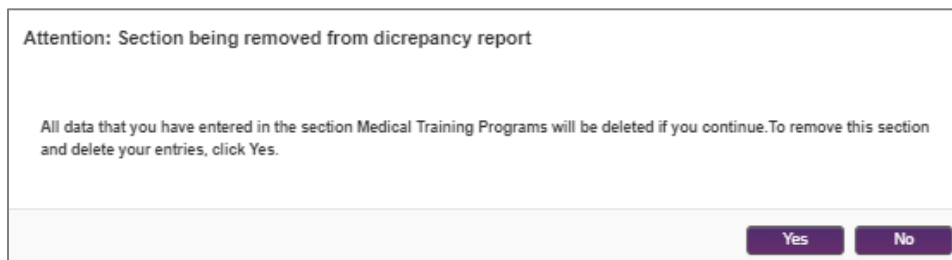


Sections chosen can be easily deselected by unchecking a checked box

<input checked="" type="checkbox"/> Medical Training Programs (ACGME)	<input type="checkbox"/> Federal Drug Enforcement Administration
<input type="checkbox"/> ABMS Board Certification(s)	<input type="checkbox"/> ECFMG Certification
<input type="checkbox"/> Address Change	<input type="checkbox"/> Name Change
<input checked="" type="checkbox"/> State License(s)	<input type="checkbox"/> AMA Membership
<input type="checkbox"/> Telephone/Fax/Email	<input type="checkbox"/> Birthplace
<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/> Major Professional Activity
<input type="checkbox"/> Medical School and Year of Graduation	<input type="checkbox"/> NPI Number
<input type="checkbox"/> Self-Designated Practice Specialty	

Continue

If you have filled out any information, you will be prompted that any information you entered will be deleted if you continue to close the section.



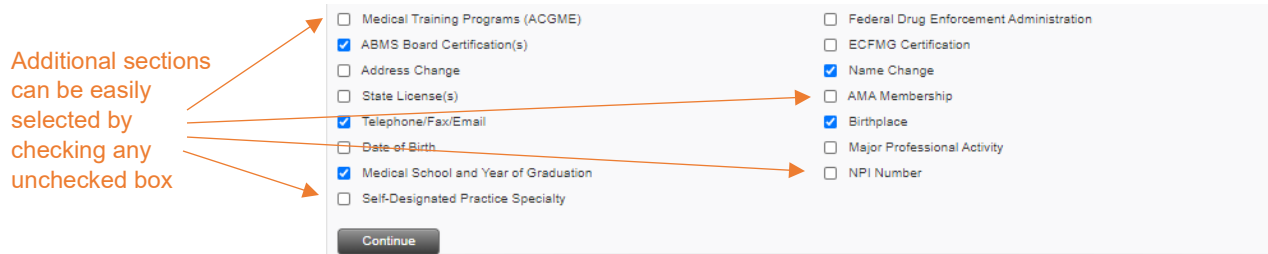
**Attention: Section being removed from discrepancy report**

All data that you have entered in the section Medical Training Programs will be deleted if you continue. To remove this section and delete your entries, click Yes.

Yes No

### Quick Tip: Adding a section to your report

To add a section after starting the form, check the section from the menu at the top of the form and click **Continue**.



### Quick Tip: Providing documentation for a name change request

Supporting documentation is required only when requesting a physician’s name be changed. Click the **Learn how** link for instructions on how to deliver the necessary documentation to AMA.

**Name Change**

Use this section to update the name, credentials, and/or suffix for H [REDACTED] D [REDACTED].  
If a change to only the credentials and/or suffix is needed, the physician's name must still be entered in the appropriate fields.  
Feel free to note in the Additional Information field that you are not requesting an update to the name.

You must submit supporting documentation for a name change. [Learn how](#)

Physician First Name\*

Physician Last Name\*

Physician Middle Name

Physician Credentials

Physician Suffix

This section is for making clarifications and adding additional information. It is not for entering additional discrepancies. Please reference the corresponding section to add additional discrepancies.

Additional Information

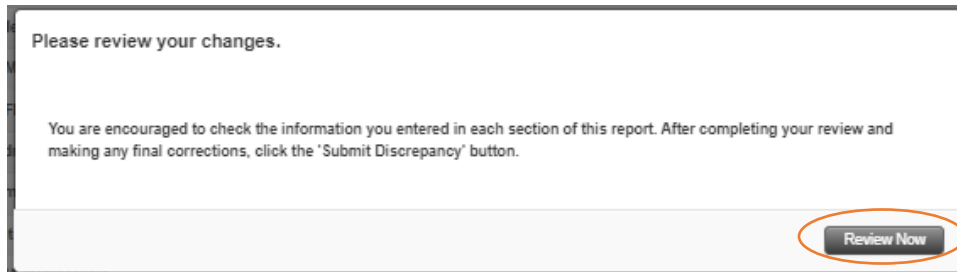
**Continue**

### Quick Tip: Choosing a medical school name

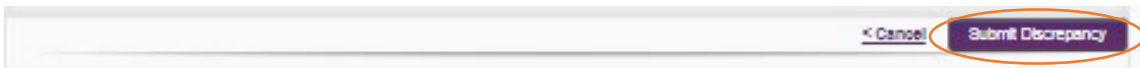
When making updates to the **Medical School and Year of Graduation** section, it should be noted that an AMA Profile lists only the most current name of medical schools.

## Step 5

When you reach the final section of your form and click **Continue**, you will be prompted to review all information that you entered. Click **Review Now** within that pop-up box to gain access to all sections you updated and complete your review.



Submit your form by clicking the **Submit Discrepancy** button at the bottom of the page.



## Step 6

A summary page will open, providing a discrepancy report identification number and report details.

**My Profile**   **Order History**   **Discrepancies**

### Discrepancy Report Result

Your Discrepancy Report ID is **45410011**. Thank you for contacting the American Medical Association (AMA) to report the Physician Profile data discrepancy. The AMA will contact the primary source(s) to verify the submitted corrections. Please understand that verification from the primary source(s) may take up to 30 days to complete. For your convenience, you can check the status of our investigation from your Discrepancy page under the appropriate order number. Investigation outcome responses will be applied as verification from the primary source is received. If our investigation results in corrections to the physician's record, an updated Physician Profile will be provided. Inquiries related to this matter can be directed to the AMA Unified Service Center at 800-665-2882 (Monday – Friday) 7am – 6pm Central Time. Please refer to the order and tracking numbers listed above when contacting the AMA.

### Discrepancy Report Details

**Date of Birth**

Item	Correction	AMA Comments
Date of Birth	07/16/1978	

An email confirming your discrepancy report submission will also be sent to the address provided in the contact information section of your form. This email also summarizes details of your report.

Dear [REDACTED]

Thank you for filing a discrepancy report in connection to an AMA profile. You may expect a resolution within 30 business days. At that time, details of the resolution will be emailed to you.

Information regarding the discrepancy report is summarized in this email and accessible within AMA Profiles Hub by clicking the following link:

<https://commerce-test.ama-assn.org/amaprofiles/account/discrepancyResult.jsp?drid=45010003>

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Discrepancy report number:       : 45010003  
Discrepancy report date:        : 06/23/2020  
Profiles user name:             : R [REDACTED] H [REDACTED]  
Provider name:                  : [REDACTED] [REDACTED]  
Product type:                   : Self-Inquiry  
Order number:                   : o75620313  
Order date:                      : 06/18/2020

## Discrepancy Report Details

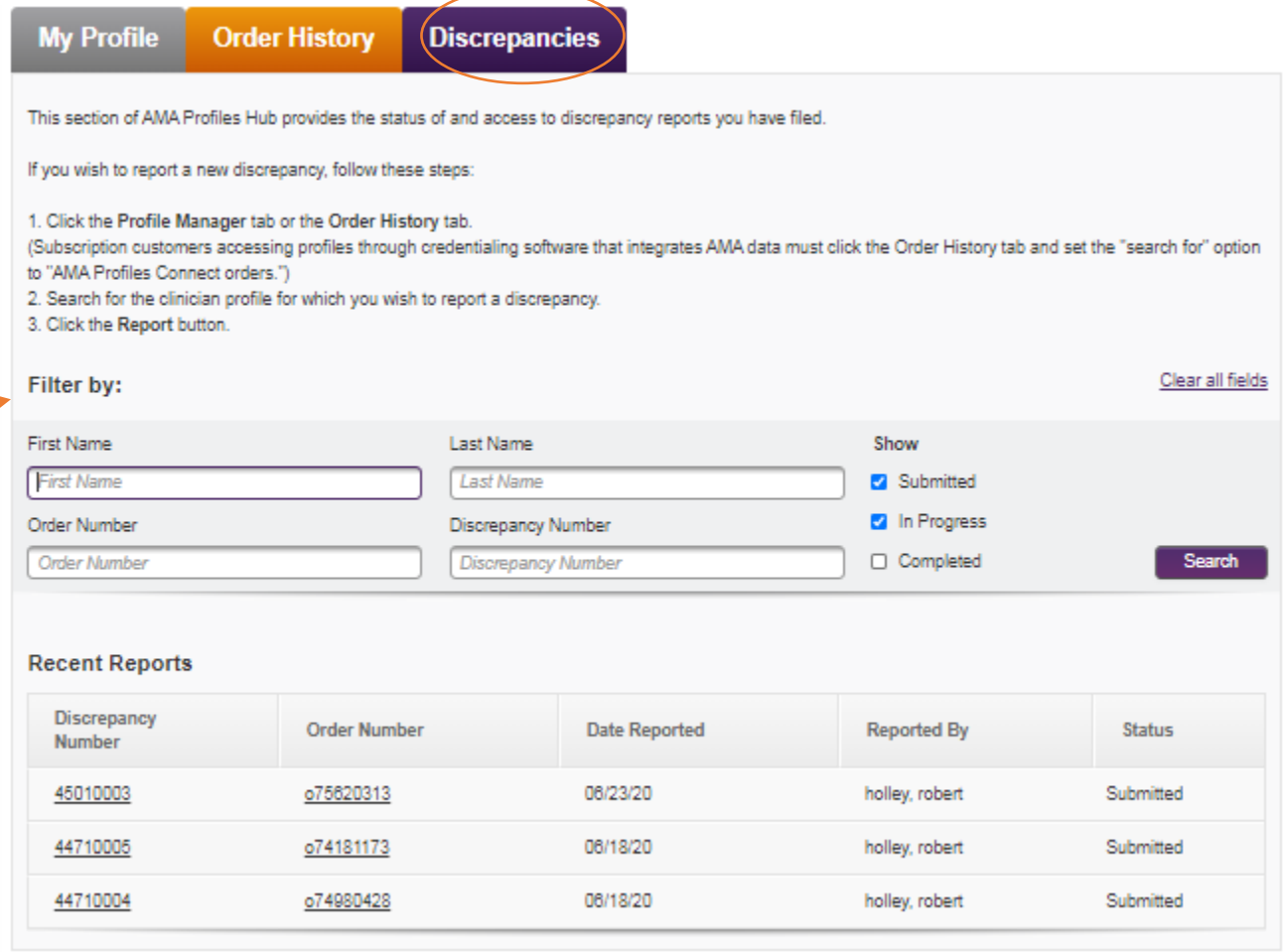
### Major Professional Activity

Item	Correction
MPA	Medical Teaching

**Questions.** Please email questions to [profilesCS@ama-assn.org](mailto:profilesCS@ama-assn.org) or call (800) 665-2882, Monday through Friday from 7 am to 6 pm (central time).

## Step 7

To check on the status of your submitted report, navigate to the **Discrepancies** tab where you will find a list of your recent report. Filters can be used to search by order or discrepancy number.



This section of AMA Profiles Hub provides the status of and access to discrepancy reports you have filed.

If you wish to report a new discrepancy, follow these steps:

1. Click the **Profile Manager** tab or the **Order History** tab.  
(Subscription customers accessing profiles through credentialing software that integrates AMA data must click the Order History tab and set the "search for" option to "AMA Profiles Connect orders.")
2. Search for the clinician profile for which you wish to report a discrepancy.
3. Click the **Report** button.

**Filter by:** [Clear all fields](#)

First Name:  Last Name:  Show:  Submitted  In Progress  Completed

Order Number:  Discrepancy Number:

### Recent Reports

Discrepancy Number	Order Number	Date Reported	Reported By	Status
<a href="#">45010003</a>	<a href="#">o75620313</a>	06/23/20	holley, robert	Submitted
<a href="#">44710005</a>	<a href="#">o74181173</a>	06/18/20	holley, robert	Submitted
<a href="#">44710004</a>	<a href="#">o74980428</a>	06/18/20	holley, robert	Submitted



## Step 8

You will receive an email with a subject line of **Discrepancy investigation complete. Review results now** when AMA's investigation team completes its work. The email will summarize the results of the investigation and provide a link back to AMA Profiles Hub if the investigation resulted in an update to the profile. You will have 30 days to access the PDF.



Dear d[REDACTED] s[REDACTED],

The American Medical Association has completed an investigation into a discrepancy report filed by you. The outcome of the investigation is summarized in this email and accessible within AMA Profiles Hub by clicking the following link:

<https://commerce-test.ama-assn.org/amaprofiles/account/discrepancyResult.jsp?drid=45910002>

If the investigation resulted in a change to the profile, an updated profile is now available within your AMA Profiles Hub account and may be downloaded within the next 30 days.

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**Discrepancy Report Number** : 45910002  
**Discrepancy Report Date** : 07/14/2020  
**Profiles User Name** : D[REDACTED] S[REDACTED]  
**Provider Name** : d[REDACTED] s[REDACTED]  
**Product Type** : Self-Inquiry  
**Order Number** : o75571057  
**Order Date** : 06/11/2020

### Investigation Details

#### Major Professional Activity

Item	Correction
MPA	Administration
AMA Comments	
No update can be made. The information on the AMA Physician Profile has been reverified with the primary source and is correct as reported.	

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**Questions.** Please email questions to [profilesCS@ama-assn.org](mailto:profilesCS@ama-assn.org) or call (800) 665-2882, Monday through Friday from 7 am to 6 pm (central time).