

# Access Profiles within AMA Profiles Hub

Thank you for completing the steps to “[Get Started with AMA Profiles Hub](#).” This quick guide will help you search, order, and access clinician profiles on [AMA Profiles Hub](#).

## 1. Search for clinicians



In order to search for a clinician, the user will enter the clinician’s first and last name, as well as his/her date of birth to locate the clinician in AMA Profiles Hub. Most users\* can search for both physicians and physician assistants.

**Search Tip:** Keep in mind that a clinician may go by a nickname, a middle name, or a married name.

## 2. Add to cart and submit your order



Once the clinician is located, select “Add to Cart.” This will provide a complete profile.

Most users\* can choose to purchase a physician profile (initial or reappointment) with two years of Continuous Monitoring (CM) Service. CM Service notifies users via email of any updates to a profile and provides a link by which the updated profile can be downloaded. CM Service expires two years from the order date of the associated physician profile.

**Tax Tip:** Users who belong to a tax-exempt organization should include their exemption number when submitting an order. Tax-exempt certificates should be sent by email to [ProfilesCS@ama-assn.org](mailto:ProfilesCS@ama-assn.org) or by fax to (312) 464-5900.

## 3. Download your profiles



After submitting the order, the user will be presented with an order confirmation. On this page, select “Access your AMA Profiles now” to be redirected to the download page.

Select the “Download” button next to each profile ordered. Profiles are presented in PDF format and may be saved to a personal computer. Profiles are available for download for a total of 30 days from date of purchase.

**Discrepancy Tip:** If you believe there is inaccurate data in a purchased profile, you have 180 days from purchase to submit a discrepancy report. This can be done from the Profiles Manager section of the Hub. AMA staff will conduct an investigation that includes outreach to one or more primary sources.

\* Users from an organization that defines itself as one of the following organization types will notice some limitations on products and services: medical licensing boards, credentialing boards, and societies.