## **Hiding Billing Screens**

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In DrChrono, you now can customize which billing screens are visible and hide any that you don't use. Your view would contain just the screens that you utilize.

Please note, you must have access to view billing screens via permissions to see or interact with this screen.

To customize your views:

- 1. Navigate to Account > Account Settings
- 2. Ensure you are on the View tab



- This screen will allow you to toggle on/off different billing fields.
  - If the box is checked you will see the screen in your DrChrono account.
  - If the box is not checked you will not see the screen in your DrChrono account.

By default, all screens are checked. If you don't wish to see any of these screens, simply uncheck the **blue** check box.



## Reports

Selected screens will be visible to entire practice group.

- Show all Report Screens
- Patient Insurance Authorization

3. Once you have made your selections, press  $\ensuremath{\textit{Save Selection}}$  on the right

4. Press Update Entire Profile on the left.

