

# How to add a responsible party to my patient's chart

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**Note:** Depending on the plan type, you can expect to see the new additional fields to the Responsible Party section beginning March 2024 and will be enabled for all DrChrono users by April 2024.

Adding a parent/guardian/responsible party to your patient's chart in DrChrono is easy! The information is entered under the patient's chart.

- Navigate to the patient's chart and select the Demographics tab

**Important** **Demographics** Insurances Eligibility Authorizations Smoking Status Flags Balance DrChrono Payments

- Scroll down to the Responsible Party section to enter the Primary and /or Secondary information.

Responsible Party		Secondary Responsible Party	
<b>Primary Responsible Party</b>		Responsible Party Name	<input type="text"/>
Responsible Party Name	<input type="text"/>	Responsible Party Date of Birth	<input type="text"/>
Responsible Party DOB	<input type="text"/>	Responsible Party Relation	<input type="text"/>
Responsible Party Relation	<input type="text"/>	Responsible Party Phone	<input type="text"/>
Responsible Party Phone	<input type="text"/>	Phone Use	----- ▾
Phone Use	----- ▾	Responsible Party Email	<input type="text"/>
Responsible Party Email	<input type="text"/>	Responsible Party Address	<input type="text"/>
Responsible Party Address	<input type="text"/>	Responsible Party Zip Code	<input type="text"/>
Responsible Party Zip Code	<input type="text"/>	Responsible Party City	<input type="text"/>
Responsible Party City	<input type="text"/>	Responsible Party State	----- ▾
Responsible Party State	----- ▾		