How do I add a provider to my account?

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To begin the process of adding a provider, initiate contact by submitting a support ticket.
Note: Provider accounts are created differently from staff accounts. Therefore, please **do not** create a staff account **or** a trial account for the provider you would like to add as this will complicate the process and increase the time it takes to set up the provider account.

What to Include in your Request

You will need to include the **name** and **email address** of the new provider as well as the **start date** for them to be added to the account. When you add a provider to your plan, it will fall under your existing contract term. You can set this up several weeks in advance, but please allow **a minimum of three business days** to process the request. Once the information has been received by your account manager, they will reach out to you to complete the necessary paperwork to add the provider to your current contract.

Types of Provider Accounts

DrChrono offers different provider license types depending on the needs of your practice. Please connect with your account manager for any questions on pricing.

- Standard - A provider who needs full access, based on plan type, to all aspects of DrChrono.
- Part-Time - A provider that sees 74 or fewer encounters per month.
- Scheduling Only - A provider who only uses scheduling and does NOT need to use DrChrono for clinical notes/EHR or billing.
- Supervising - A provider who does not see their own encounters.

What To Do After the Provider Has Been Added

- Another member of the practice will need to log in to the account for the new provider to appear in the account.
- Add or adjust any permissions for the provider that match the unique needs of your practice.
- If needed, familiarize the provider with using telemedicine.
- Select a specialty and add any credentials to the provider's profile.