Daily Agenda Email

Last modified on 07/22/2025 3:10 pm EDT

The daily agenda email from DrChrono sends you a HIPAA-compliant email that shows your appointments for the day. The email will be sent to the provider's email on file.

You can click on the link to be taken to the appointment. You will be prompted to log in to DrChrono to view the appointment. If you are already logged in to DrChrono, you will be taken directly to the appointment.
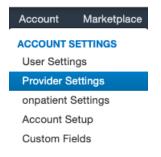

Subscribe or Unsubscribe

To subscribe or unsubscribe from the daily agenda email go to **Account** > **Provider Settings**.

To subscribe, check the box next to **Daily Agenda Emails**. To unsubscribe uncheck the box.

Account Settings

Profile   General   **Email**   Medical Billing   eRx Info   Services   Usage   My Billing   Sample Data   Security   Patient Payments

Incoming Email

Daily Agenda Emails ☑ Send a HIPAA compliant daily agenda email

Daily Billing Problems Emails ☑ Send a daily billing problems email

Recipients of Billing Email [   ] Recipients of daily billing problems email, separated by comma "," or space " ". Leave blank to use default setting.

Online Scheduling Emails ☑ Send an email each time an appointment is scheduled online

Recipients of Online Scheduling Notification [   ] Recipients of the online scheduling notifications email, separated by comma "," or space " ". Leave blank to use default setting.

Include Notes in Emails ☐ Reason and notes will be included in daily emails

Scroll down and select **Update Entire Profile** to save your changes.

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Outgoing Email

Use Alternative Email for Fax ☐ Using alternative email address for fax and referral

Alternative Email for Fax [   ] Alternative email address displayed in fax and referral

Custom Email Signature [   ]

Recurring Reminders ☑ Send Recurring Appointment Reminders

Update Entire Profile