

# How to Access Your OnPatient Settings

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## Getting to Your Settings

To get to your settings, mouse over **Account** on your navigation bar and select **OnPatient Settings**.

The screenshot shows a navigation bar with two buttons: "Account" (highlighted with a yellow border) and "Help". Below the navigation bar is a settings menu titled "PROVIDER SETTINGS" in blue. The menu items are: "Account Settings", "onpatient Settings" (highlighted with a blue background), "Account Setup", "Custom Fields", "API", and "App Directory".

## Exploring Your Settings

Within the settings page, you'll have several options available to you. On the **Doctor** tab, you can add a profile picture and a business logo to your patient emails and forms.

The screenshot shows the "Doctor" tab selected in a settings page. There are three tabs: "Doctor", "Appointments", and "Communication". Under the "Appointments" tab, there is a setting for "Duration of Exam" with a text input field containing the number "10" and a label "Default duration of an exam in minutes". At the bottom of the page is a blue button labeled "Update onpatient Settings".

Under **Appointments**, you can set the default duration of an exam. This will affect how long an appointment is when patients schedule an appointment through OnPatient.

The screenshot shows the "Appointments" tab selected in a settings page. There are three tabs: "Doctor", "Appointments", and "Communication". Under the "Appointments" tab, there are two settings: "Profile Picture" and "Practice Business Logo". Each setting has a "Choose File" button, a "No file chosen" status, and a description of where the image will be used: "Will be attached to patient emails" for the profile picture and "Will be attached to emails & official forms" for the practice business logo. At the bottom of the page is a blue button labeled "Update onpatient Settings".

On the **Communication** tab, you can enable or disable permissions for:

- Patient Messaging
- Sharing CCDA clinical data and lab results
- Sending patient statements to OnPatient
- Sending automatic invitations for OnPatient
- Displaying custom demographics if you are using them
- Showing your offices on OnPatient

Doctor   Appointments   **Communication**

Allow patients to send and receive messages from onpatient

Allow patients to view their clinical notes in CCDA

Allow me to select which custom demographics will be shown on onpatient & Check-In App  If unchecked, no custom demographics will be shown

Automatically send patient statements to onpatient  Send patient statements to onpatient when they are generated in the billing center

Show lab results on onpatient  Patients will be able to see the results of labs you order via their onpatient account.

Automate Patient Invite to onpatient  The system will send an email to the patient for onpatient on-boarding after the first appointment.

Show offices on onpatient  Patients on onpatient will be able to view the offices only if this is set to True

Allow patients to connect without an invitation  Allow patients to connect with the OnPatient Portal via the appointment confirmation and reminder emails. Patient SS Number or Phone Number & DOB is required.

[Update onpatient Settings](#)