Import Your Contact Lists

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- If you're on our paid plan, contact our Customer Support team via chat within the app, via email at support@drchrono.com, or give us a call at (844) 569-8628.
- If you're still in implementation, check with your implementation specialist.
- You can use a basic CSV (comma-separated values) file with referral contact information.
- Include a header row that defines what data is in each column. The required fields are in bold (First Name and Last Name).



First Name	**Last Name**	Email	Organization Name	Direct Address	Phone Number	Fax Number	Address	Specialty	Npi	Provider Number	Middle Name	Salutation	Suffix	Full Name
Example data...														

Sample columns

You can list whatever information you want as long as each column has a header describing the information in that column. The only two required fields are First Name and Last Name. The others listed below are suggestions.

- **First Name**
- **Last Name**
- Address
- City
- Direct Address
- Email
- Fax Number
- Middle Name
- NPI
- Organization Name
- Phone Number
- Provider Number
- Salutation
- Specialty
- State
- Suffix
- Zip Code
- Full Name
- Fax Number