

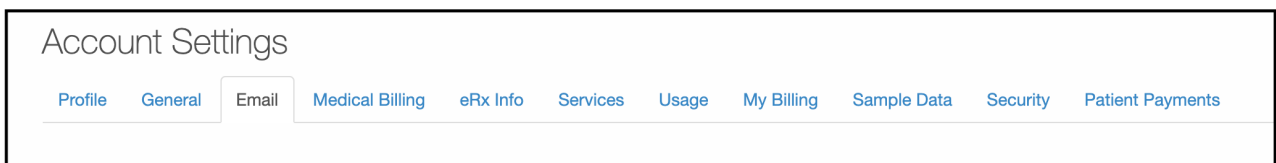
Managing Your Daily Billing Problems Email

08/26/2024 12:16 pm EDT

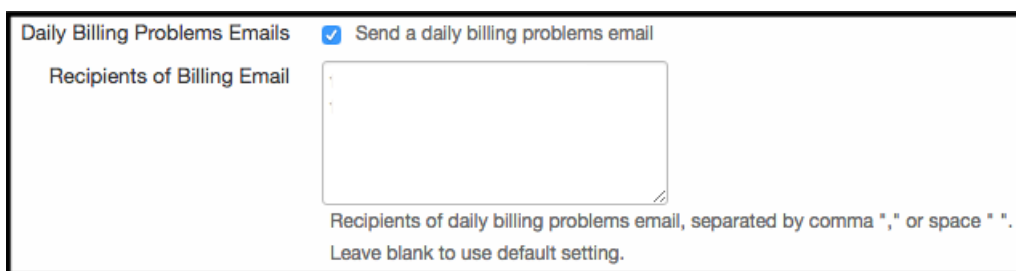
Daily Billing Problem Email

While using the DrChrono EHR, you have the option of having a Billing Problems email sent to you and/or other staff members. This email will detail the unresolved billing claims in your practice and list any unbilled appointments listed in chronological order.

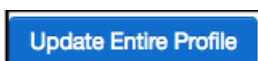
1. Hover over **Account** on your navigation bar and select **Provider Settings**.
2. Under **Account Settings**, select the **Email** tab.



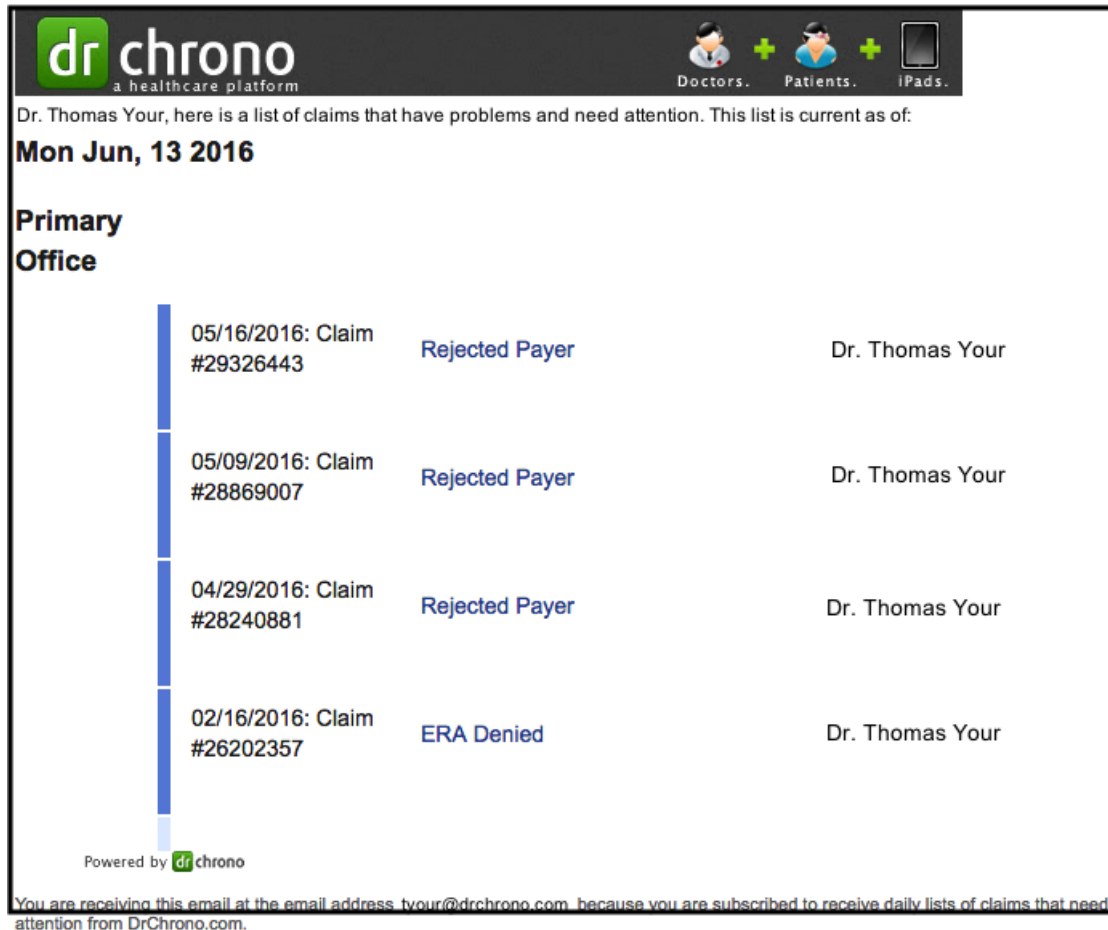
3. In the section titled **Incoming Email** search for a line titled **Daily Billing Problems Email**. If you would like a daily billing problems email, select the checkbox and enter your recipients' email addresses in the box below titled **Recipients of Billing Email**. Your recipients must be separated by a comma or space.

A screenshot of the 'Daily Billing Problems Emails' settings section. At the top, it says 'Daily Billing Problems Emails' followed by a checked checkbox and the text 'Send a daily billing problems email'. Below this is a label 'Recipients of Billing Email' next to a large, empty text input box. At the bottom of the input box, there is a small icon of a document with a checkmark. Below the input box, there is a note: 'Recipients of daily billing problems email, separated by comma "," or space " ". Leave blank to use default setting.'

4. To save your settings, select the blue **'Update Entire Profile'** at the bottom of the page.



Afterward, once a day, recipients will receive an email detailing the unresolved billing problems in your practice. This includes an email that notifies you of any unbilled appointments listed in chronological order.



The screenshot shows an email interface for DrChrono. At the top left is the DrChrono logo with the tagline 'a healthcare platform'. To the right are icons for 'Doctors', 'Patients', and 'iPads'. The main body of the email is addressed to 'Dr. Thomas Your' and contains a list of claims with the following details:

Date	Claim #	Status	Assigned To
05/16/2016	Claim #29326443	Rejected Payer	Dr. Thomas Your
05/09/2016	Claim #28869007	Rejected Payer	Dr. Thomas Your
04/29/2016	Claim #28240881	Rejected Payer	Dr. Thomas Your
02/16/2016	Claim #26202357	ERA Denied	Dr. Thomas Your

At the bottom of the email, it states 'Powered by dr chrono' and includes a footer: 'You are receiving this email at the email address t.your@drchrono.com because you are subscribed to receive daily lists of claims that need attention from DrChrono.com.'