

Managing Your Daily Billing Problems Email

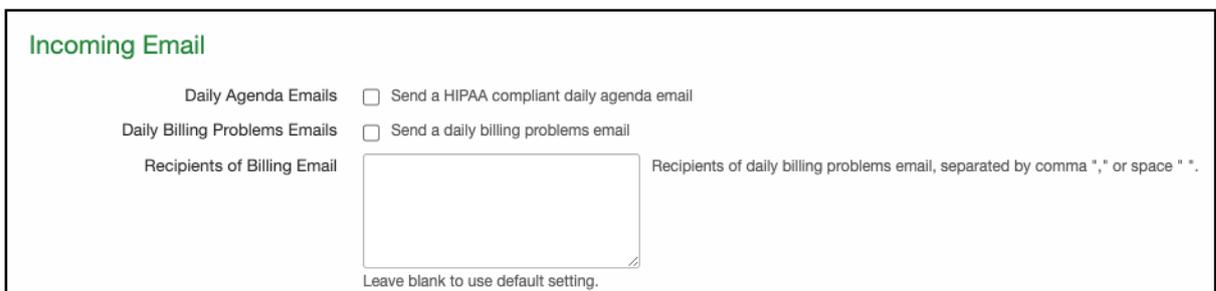
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While using the DrChrono EHR, you have the option of having a Billing Problems email sent to you and/or other staff members. This email will detail the unresolved billing claims in your practice and list any unbilled appointments listed in chronological 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 'Incoming Email' settings section. The title 'Incoming Email' is in green. Below it are two rows of settings. The first row is 'Daily Agenda Emails' with a checkbox and the text 'Send a HIPAA compliant daily agenda email'. The second row is 'Daily Billing Problems Emails' with a checkbox and the text 'Send a daily billing problems email'. Below the second row is a text input field labeled 'Recipients of Billing Email'. To the right of the input field is the text 'Recipients of daily billing problems email, separated by comma "," or space " "'. Below the input field is the text 'Leave blank to use default setting.'

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

