Managing Your Daily Billing Problems Email

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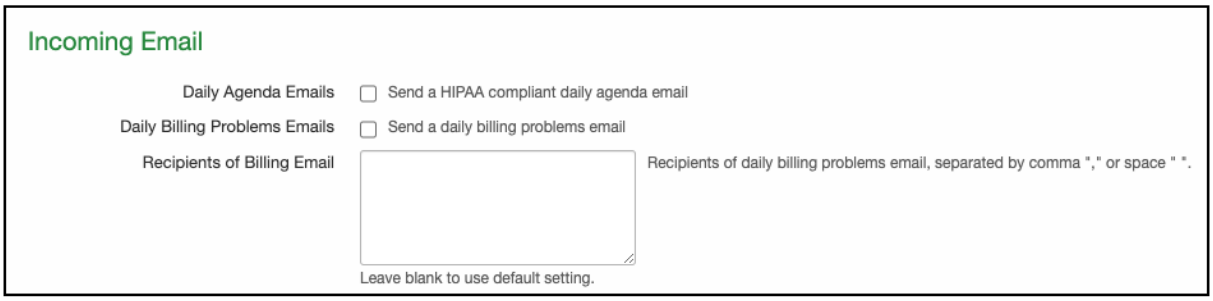
While using the DrChrono EHR, you have the option of having a Billing Problems email sent to you and/or other staff members. This email will detail the unresolved billing claims in your practice and list any unbilled appointments listed in chronological order.

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.



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

