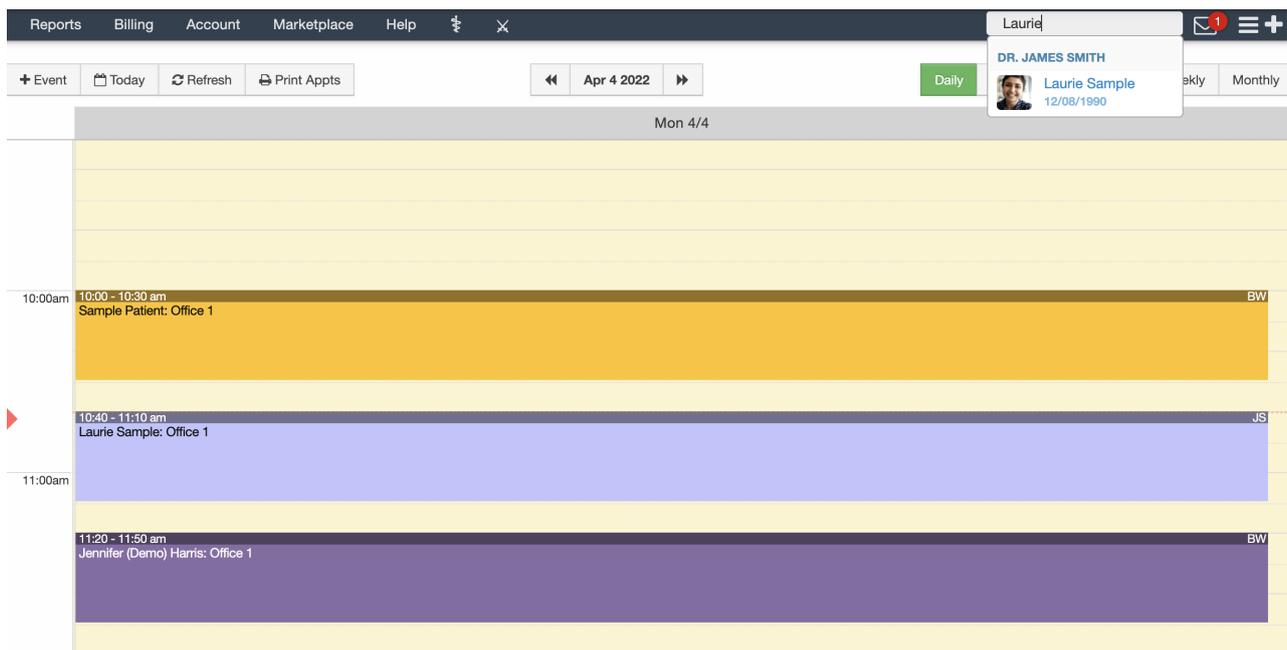# Loading a Profile Picture from your Desktop
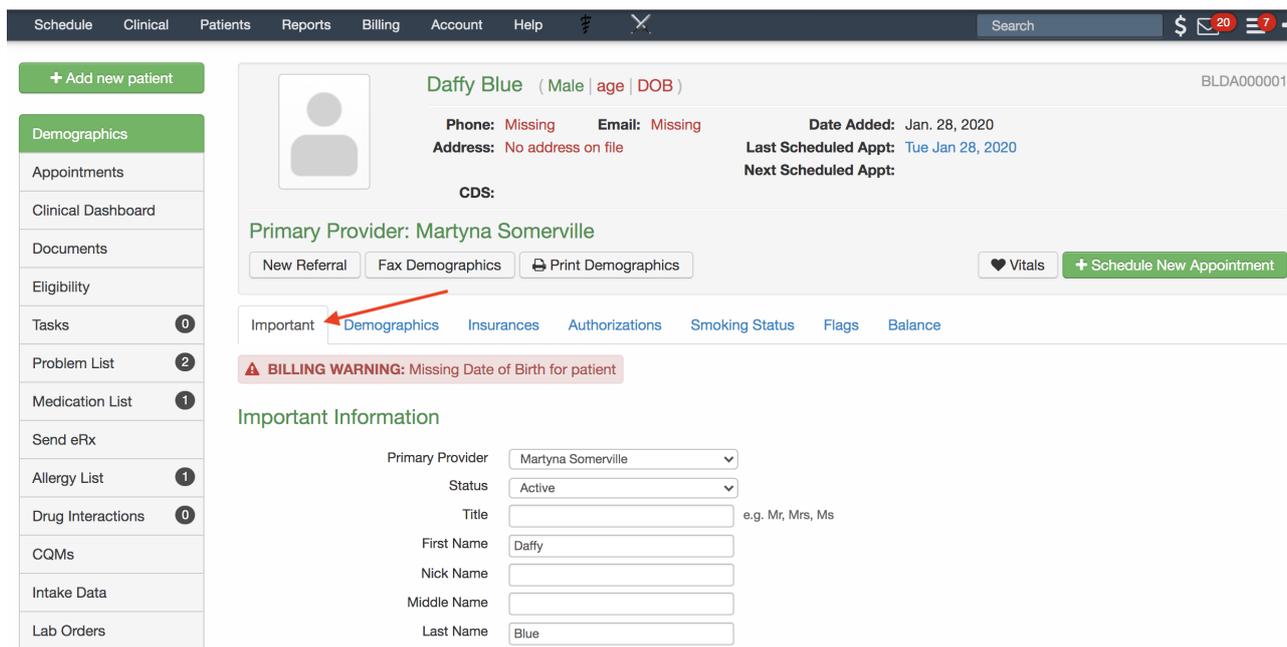
07/08/2024 7:37 pm EDT

Have you captured a picture of your patient with your webcam? DrChrono allows you to upload that picture to their profile.

To do so follow these steps:

1. Search for the patient in the hot spot search. This will take you straight to the patient's chart.

2. Click the **Important** tab.

3. Click the **Choose File** button. Select the picture from your computer that you'd like to upload. This will give you options to select a photo saved to your computer.

4. Scroll to the bottom of the page and click the blue **Save Demographics** button.

This will save the profile picture so it will now appear at the top of the patient chart on both the website and iPad.

🔍   ＋

🔍 Search Appointment

04/04/2022 Mon (3)

Sample Patient   🟡
04/04 10:00AM   Exam 1

Laurie Sample   🟣
04/04 10:40AM   Exam 1

Jennifer (Demo) Harris   🟣
04/04 11:20AM   Exam 1

Laurie Sample (Female | 31 | 12/08/1990) ⌄   ⓘ

Appointment Options   Super Bill   Vitals | Start Visit |

Appointment Details

04/04 10:40AM, 30 minutes

Appointment profile 🟣	Appointment Status History
None Selected	None Selected
Office	Exam Room
Office 1	Exam 1
Provider	Billing Type
Dr. James Smith	ICD-10
Supervising Provider	
None Selected	

Billing Details

Payment profile	Billing Status
Insurance	None Selected
Co-Pay	Total Payment Add History
$20.00	$0.00

Patient Flags (1)   View All
🟥 Fall Risk

CDS Matches (1)   View All
1. Adult Immunization Schedule Age: 27-49

Appointment Notes

📊 Dashboard   **dr** EHR   ✉ Messages   ✅⁶ Tasks   👤 Account

All patient data listed in this article is sample data. This is not a real person or real patient data.