Sending Email through DrChrono

07/08/2024 7:38 pm EDT

You can easily send an email to a patient, a group of patients, or all of your patients with the **Send Email** feature. **Note:** DrChrono prohibits sharing PHI (protected health information) via the Send Email feature.

If you wish to send a secure message to a patient, please use our secure messaging feature via OnPatient.

1. Go to **Patients > Send Email.**

Schedule	Clinical	Patients	Reports	Billing	Account	Help	ŧ.	X	
Email your passend a direct email to		PATIENT Patient List Consent Forms Patient Flags		itient's e	mails are no	ot visible	ble to other patie		
		Patient Gr Send Ema Send Refe	oups ail erral	+ Pa	atient Group			-	

2. Write out your email. The section on the right gives you a preview of the email.

Compose your emai		Email preview				
Email Subject:	Reminder to All Patients	Subject: K Parker, MD: Reminder to All Patients				
Email Body:	A Normal text Bold Italic Underline x ₂ x ²	Dear < <patient name="">>, Hello, As a reminder, the office will be closed for the upcoming observed holiday. Have a great day</patient>				
	Hello, As a reminder, the office will be closed for the upcoming observed holiday.					
	Have a great day!	Regards, K Parker, MD				

3. DrChrono allows you to send your emails to individual patients, patient groups, or all of your patients.

a. To send your email to individual patients type in the patient name in the search bar and select the desired patient.

b. To send your email to a Patient Group type in the Patient Group name and select the desired group.

Search Patients	Search Patient Group						
Email Patients	Patient Group DrChrono Patients: Reminder to alle or □ Send to All Patients						
Vanessa Belle - 04/13/1979 X	B DANIELS - 12/14/1989 🗙 Star Gibby - 01/01/1948 🗴 drchrono Test - 02/07/1984 🗴 Harry Winston - 01/11/2018 🗴						
Click Red "x' to remove patient from email list							

c. To send your email to all of your patients check the **Send to All Patients** box. An email copy can also be sent to the provider by checking, **Send Copy to Doctor**.

		Detienti									
nd a direct email to	a group of pati	ents. Patient'	s emails are not visible	to other patien	its.						
Email Patients		+	Patient Group		+ or		 Send to All Patients 		 Send Copy to Doctor 		
After you've w rChrono will as	vritten you sk you to co	r email an onfirm you	d selected who ur message. Hit	you want t OK to send	he emai I your m	il se ness	nt to hit i age.	he blue	Send	Message but	
mail your pati	ents										
end a direct email to a gr	oup of patients. P	atient's emails a	are not visible to other pati	ents.							
Email Patients		Patient G	roup	+ or	Send to /	All Patie	ents 🗹 Send	Copy to Doct	or		
Email Subject:	Reminder to All Pa	itients									
Email Badu	A Normal taut -	Reld Italia	Inderline								
Email Body.	Hello,	Bold hand									
	As a reminder, the	office will be close	ed for the upcoming observed	holiday.							
	Have a great day!										
Save Template							\rightarrow	Send	Message		
			G								
end this email to	all patients	2									
uno ornan to	- paronto										
			Cancel	ОК							

5. An **Email Sent** pop-up window will appear, confirming that your email has been sent. A copy of that email will also be sent to the provider's email address that is associated with their DrChrono Account. You have now completed composing and sending an email to your patient(s).

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Note: All emails are delivered from reminders@drchrono.com. This email address can not be customized or changed.