

Customized Follow-up Dates: Setting up your account

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Setting up your Account

DrChrono has added a feature that will allow you to customize follow-up dates on an individual appointment basis. The standard default of 35 days will remain unless it is updated by an administrator on your account.

Administrators

As an administrator on your DrChrono account, you can set the maximum number of days you would like to allow users to be able to set the next follow-up date.

Here is how you can set the limit:

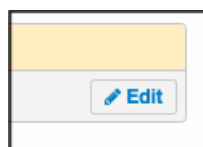
1. Navigate to **Account > Custom Fields**
2. Select **Follow-Up Settings** from the menu on the left

Appointment Fields
Appointment Profiles
Appointment Statuses
Appointment Templates
Billing Profiles
Billing Statuses
Eligibility Profiles
Follow-Up Settings
Insurance Plan Names
Patient Demographics
Patient Flag Types
Patient Payment Types
Procedures
Procedure Categories
Vital Flowsheets

- You will see a pre-populated entry with a default value of 35 days.

Follow-Up Date			
Name	Value	Updated Date	Created Date
Max amount of days	35	Apr 19, 2023	Apr 19, 2023

- This figure can be updated by clicking on the **Edit** button on the right.



- A pop-up will appear that will allow you to set the maximum number of days out that a follow-up date can be set. This number can be set between 1-90.

Edit Follow-up Date max amount of days ✕

Days

- Once you have entered a maximum number of days, click on **Update**.
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