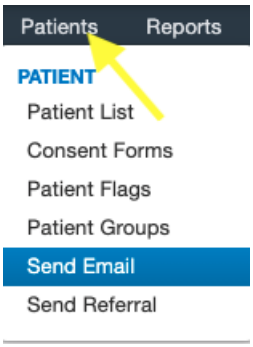
Saving an Email Template

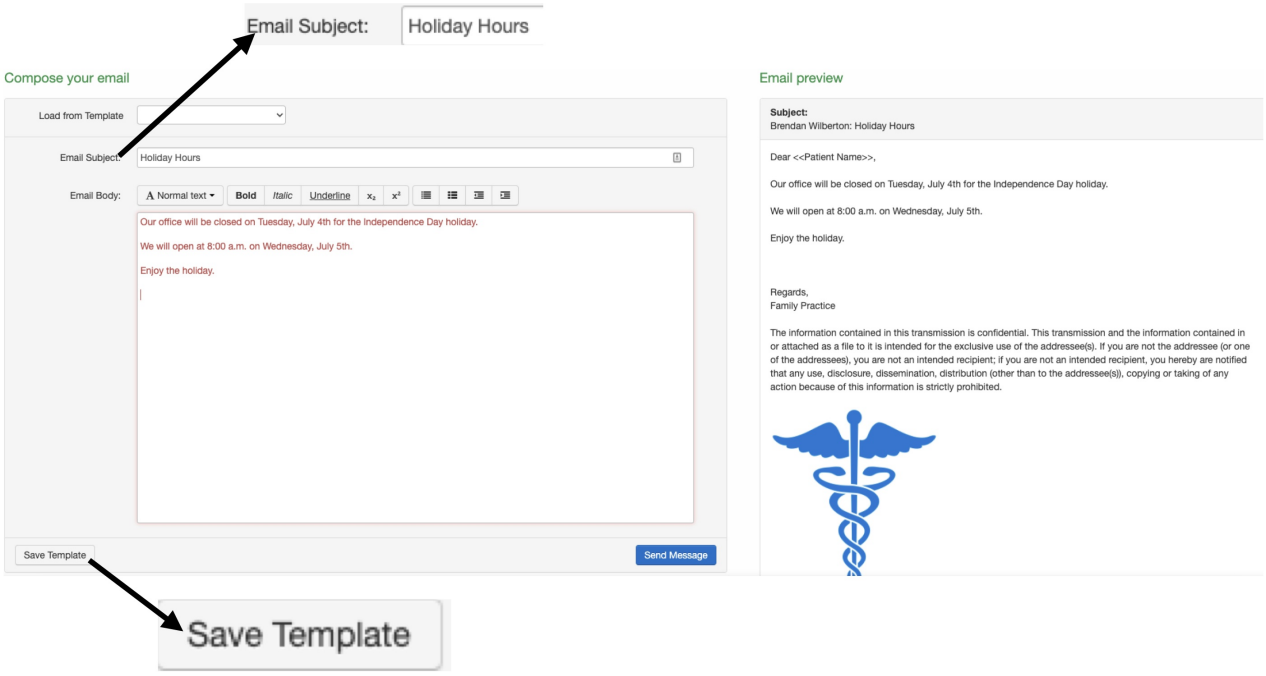
07/08/2024 7:45 pm EDT

You can save email templates in DrChrono's Send Email feature for future use.
Note: DrChrono prohibits sharing PHI (protected health information) via the Send Email feature.

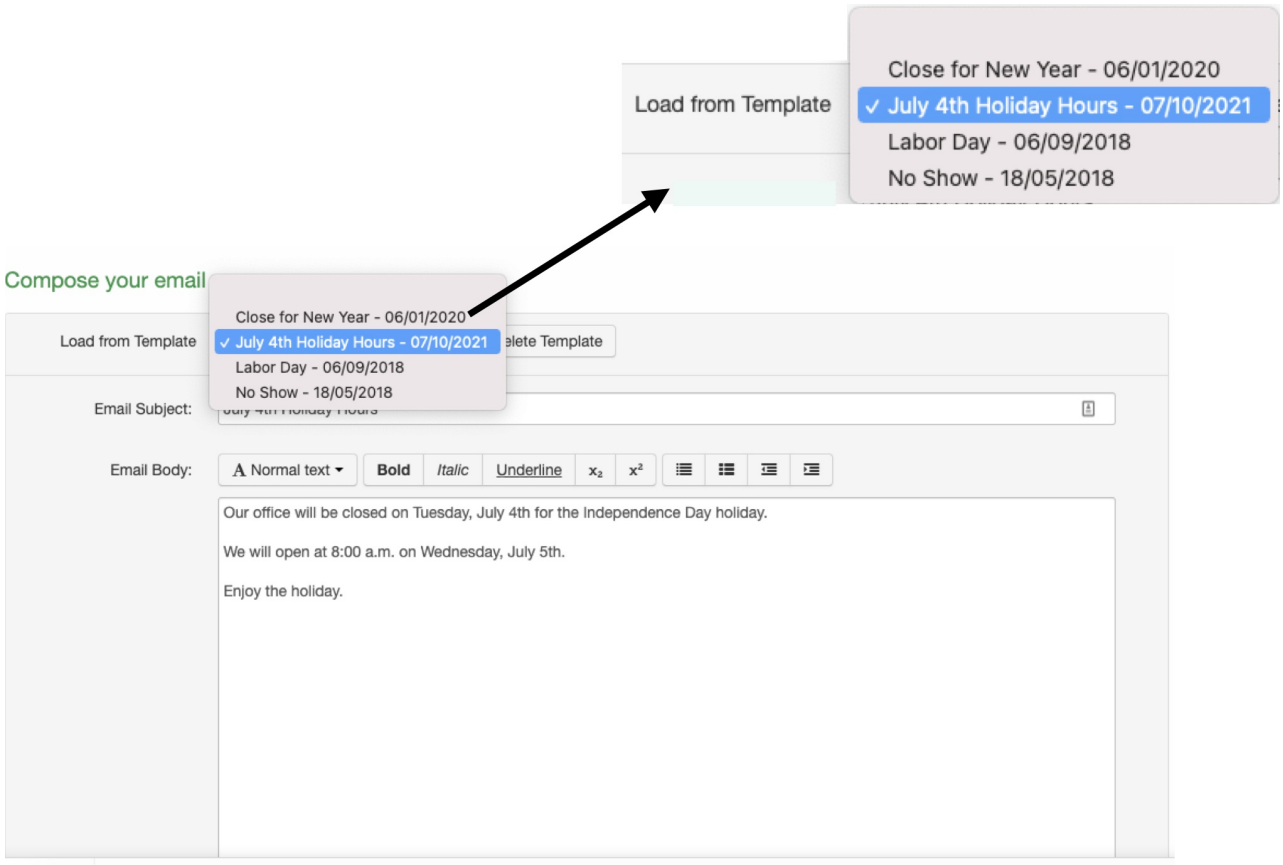
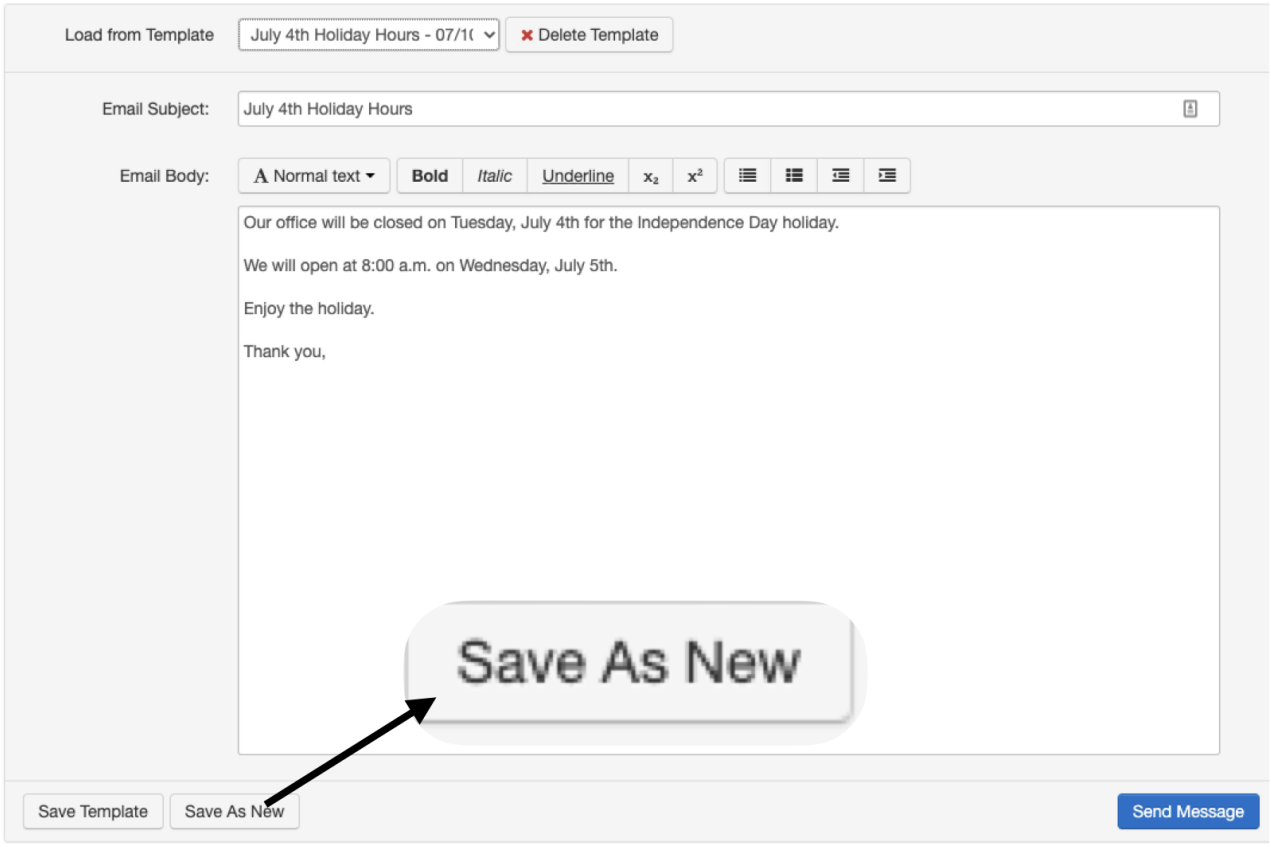
1. Go to **Patients** > **Send Email**.



2. Write Out Your Email. Make sure to fill out the **Email Subject.** This gives your template a name. You can view a preview of your email on the right. When you have completed your message, click **Save Template**.



4. The Email Template will be saved. Select the template from the **Load from Template** menu and it will autofill the body of the email.



5. If you'd like to make changes to an existing template hit **Save Template** after making changes to an existing template. You can also **Save as New Template** if you'd like to keep the original template and the template you made changes to.