

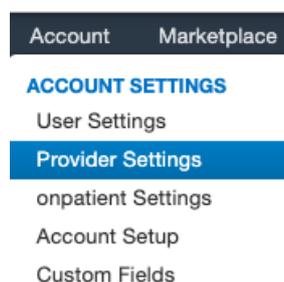
How do I edit my contact information?

07/08/2024 7:56 pm EDT

One of the first steps you will want to do when setting up your DrChrono account for the first time is to enter all of your contact information. This includes your name, specialty, website, phone numbers, and all of the necessary information to get you up and running.

DrChrono makes this a very easy process for you to do by following the below steps.

1. Hover your cursor over the **Account** and select **Provider Settings**. You will land on the **Profile** tab by default.



2. You will now be on your profile page. Please enter/edit in all of your information and then select **Update Entire Profile** at the bottom of the page to lock in your changes.

Account Settings

- Profile
- General
- Email
- Medical Billing
- eRx Info
- Services
- Usage
- My Billing
- Sample Data
- Security
- Patient Payments

Doctor ID 248094
Practice Group ID 239636
First Name
Last Name
Specialty +
Job Title
Timezone
Salutation
Suffix
Website
Home Phone
Office Phone
Cell Phone
Password
drchrono PIN 4-digit numeric pin for unlocking iPad EHR from inactivity
Current Plan

Profile Images ?

Profile Picture No file chosen Will be attached to patient emails
Practice Business Logo No file chosen Will be attached to emails & official forms
Display logo on faxes Display business logo on fax cover sheet

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Note: If you need to update your email address, please contact your account manager or our [support team](#). If you do not remember your account manager's contact information you can email accountmanager@drchrono.com.

That's it! Now, all of your contact information has been updated. You can also upload your practice's [logo](#) from this page as well.