# Editing Your Name, Timezone, Personal Details, and Contact Information

07/08/2024 7:59 pm EDT

Your name, time zone, personal details, and contact information will appear on many pages and documents in DrChrono. This guide will explain how to change your settings, as needed, so that your DrChrono account is updated with your accurate details.

To change your name, personal details, and contact information, you'll need to access the Account Settings portal.

1. To begin, go to **Account** > **Provider Settings.** You will land on the **Profile** tab.
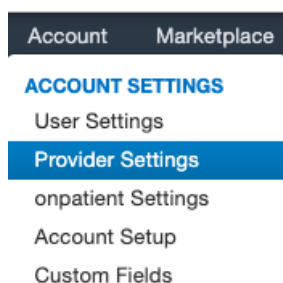


From the **Profile** tab, you can see fields for your Name, Specialty, Timezone, Salutation, Suffix, Website, Home Phone Number, Office Phone Number, and Cell Phone Number. Before proceeding, fill out all the fields that you would like changed. Click **Update Entire Profile** to save your changes.

# 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 | James |
| Last Name | Smith |
| Specialty | General Practice ✚ |
| Job Title | Provider/Staff (Private Practice) |
| Timezone | US/Mountain |
| Salutation | Dr. |
| Suffix | |
| Website | http://www.drchrono.com |
| Home Phone | |
| Office Phone | (443) 555-5555 |
| Cell Phone | (410) 555-5555 |
| Password | 🔑 Change Password |
| drchrono PIN | ••••   4-digit numeric pin for unlocking iPad EHR from inactivity |
| Current Plan | Employee |

## Profile Images  ?

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

**Update Entire Profile**

To change your profile picture and/or business logo, scroll down toward the bottom of the page to the **Profile Images** section.

Select **Choose File** and navigate to the corresponding image file stored locally on your computer. These files will be uploaded to your DrChrono account and will still be attached to your profile even if your computer's locally stored image is deleted or moved. You can also select the **Display Logo on Faxes** check box to display your practice's business logo on all your faxes.

To save your settings, select the blue **Update Entire Profile** button. When this button is pressed, all the information on the page is uploaded and saved to your profile.

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| | | |
|---|---|---|
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