How do I add a confidentiality notice to the bottom of all outgoing faxes and emails?

07/08/2024 7:59 pm EDT

In DrChrono, you have the option of customizing your outgoing emails and faxes by adding a confidentiality notice specific to your practice by following these steps.

1. Hover over the Account tab in your menu bar and select Settings from the dropdown list. Select the General tab.

Clinical	Patients	Reports	Billing	Account	Marketplac	e Hel	p			
				PROVIDER	SETTINGS					
Account Settings			Account Settings onpatient Settings							
Profile	General	Email	Medical	Account S	etup	ervices	Usage	Sample Data	Security	Patient Payments
				API						
Calendar Settings			App Direct	tory						
Display flag icon on appointment			PRACTICE	SETTINGS	tments when a patient/appointment has flag(s) associated					
Display lock icon on appointment			Offices Staff Mem	bers	tments when the clinical note is locked					
Use new dashboard homescreen			Staff Permissions		e calendar after logging in					
Show user satisfaction survey			eRx Settings		satisfaction surveys.					
Default Office			Office 4		~	Default Offic	e on Calendar			

2. Scroll down to the **Communications** sub-group and check the box marked **Include notice of confidentiality on faxes and patient emails**. Enter the confidentiality notice of your preference in the field below marked as **Notice to Include** and select **Update Entire Profile**.

Communications	
Recorded Provider Name	▶ 0:00 / 0:00 • ▶ :
	Lecord
Use official name on fax cover sheets	
Include notice of confidentiality on faxes and patient emails	
Notice to include	The information contained in this transmission is confidential. This transmission and the information contained in or attached as a file to it is intended for the exclusive use of the addressee(s). If you are not the addressee (or one of the addressees), you are not an intended recipient; if you are not an intended recipient, you
Enable sending non-free referral faxes	
Include Patient Problems in referrals by default	
Remove "Powered by drchrono" from Footer of Clinical Notes and Patient Statements	
Allow patients to confirm or cancel appointments from appointment reminder emails	
Direct Messaging	Manage Your Direct Address:
	Update Entire Profile

Your confidentiality notice will appear on your faxes and emails.

Attention:

Sample Doctor, MD Fax:

Fax From:

Dr. Nick's Walk-In Clinic Phone: Fax: Email: Date: 2019-05-10 01:57:12 PM



Total Pages: 5 Faxed from drchrono EHR

Notice of Confidentiality

CONFIDENTIAL: The information in this transmission is confidential and is intended only for the individual or entity named above. The information in this transmission may be protected under federal or other law. If you are not the intended recipient, you are hereby notified that any distribution, dissemination or duplication of this communication is strictly prohibited. If you have received this transmission in error please return it to us and notify us immediately by return e-mail. Thank You.

reminders@drchrono.com

Dear Patient Name,

to me

We will be closed on Monday, July 4th.

Regards, Family Practice

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