

# How do I manage freedraw settings?

07/08/2024 8:00 pm EDT

You can have freedraw images appear throughout the body of your clinical notes or you can have them appear at the end of the note. You can manage where they appear in your account settings.

1. Hover your cursor over the **Account** tab and click on **Settings**.

The screenshot shows the dr chrono software interface. At the top, there is a navigation bar with tabs for Schedule, Clinical, Patients, Reports, Billing, Account, and Help. The Account tab is selected, and a dropdown menu is open, showing options under three categories: PROVIDER SETTINGS, PRACTICE SETTINGS, and REFER A COLLEAGUE. Under PROVIDER SETTINGS, 'Account Settings' is highlighted with a red arrow. The background shows a calendar for December 2020 and a list of doctors and offices.

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

**Doctors** Select all / none

- Tyna Som
- Martyna Somerville 4

**Offices** Select all / none

- (FL) Primary Kids Dept

**PROVIDER SETTINGS**

- Account Settings
- onpatient Settings
- Account Setup
- Custom Fields
- Copy Dashboard (Beta)
- API
- App Directory

**PRACTICE SETTINGS**

- Offices
- Facilities
- Staff Members
- Staff Permissions
- eRx Settings

**REFER A COLLEAGUE**

2. Please Click on the **General** tab within your Account Settings.

## Account Settings


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

### Calendar Settings

Use new dashboard homescreen	<input type="checkbox"/>	Uncheck to go straight to the calendar after logging in
Show user satisfaction survey	<input checked="" type="checkbox"/>	Uncheck to opt out of user satisfaction surveys.
Default Office	<input type="text" value="(FL) Primary Kids Dept"/>	Default Office on Calendar
Duration of Exam	<input type="text" value="30"/>	Default duration of an exam in minutes
Duration of Follow-up	<input type="text" value="15"/>	Default duration of a follow-up exam in minutes
Examroom Calendar Increments	<input type="text" value="15"/>	Adjust minute increments on calendar
Date range on Appointment Template	<input checked="" type="checkbox"/>	If true date range can be set for Appointment Template (starting from - ending by).
Appointment Templates in more views	<input checked="" type="checkbox"/>	Show appointment templates in Daily View, Doctor View and Weekly View
Allow Exam Room Overlaps	<input checked="" type="checkbox"/>	Allow appointments to overlap within an exam room
Global Overlap Checking	<input type="checkbox"/>	Disallow overlapping appointments in any office or exam room
Appointment Default Color	<input type="color" value="#6666ff"/>	
Phonetic Name	<input type="text"/>	Used by automated phone system to pronounce doctor's name

3. Scroll down to **Clinical Notes**. Please select **Move Non-SOAP FreeDraws to End**. If you would like your images to be displayed throughout the body of your clinical notes, **UNCHECK** this check box.

### Clinical Notes ?

Include Practice Official Name	<input checked="" type="checkbox"/>	Print practice official name in header. Name can be set in "Medical Billing" Tab
Include Business Logo	<input type="text" value="-----"/>	
Include Patient Chart Photo	<input type="checkbox"/>	
Include Office Information	<input checked="" type="checkbox"/>	Include office name and address in the headers of clinical notes
Include Payer IDs	<input type="checkbox"/>	Include primary and secondary payer IDs in the headers of clinical notes
Include Lab Orders and Results	<input type="checkbox"/>	Show Lab Orders and Results in the plan section of clinical notes
Reduce Header and Footer Font Size	<input type="checkbox"/>	
 Move Non-SOAP FreeDraws to End	<input type="checkbox"/>	
Default to CDC Growth Charts	<input type="checkbox"/>	
Hide Medications & Allergies by Default	<input type="checkbox"/>	
Hide CPT & ICD on Clinical Notes by Default	<input type="checkbox"/>	
Allow Chief Complaint to be Persistent	<input type="checkbox"/>	
Preview Previous Note	<input checked="" type="checkbox"/>	Show the information that will be copied from a previous note in the selection screen.
Supervising Provider	<input checked="" type="checkbox"/>	* Can sign other provider's notes. Not editable by customer. Please contact <a href="#">support</a> if you want to change this flag.

4. Finally, scroll to the bottom and click **Save** to save your account setting changes.

You can toggle these settings back and forth at any time. Please ensure that to save your changes, you click **Save** to lock the preference.