

How to upload a Profile Image and Business Logo

07/08/2024 8:02 pm EDT

DrChrono makes it easy to add branding to your emails and official forms. There are two pictures you can change to customize your business's profile.

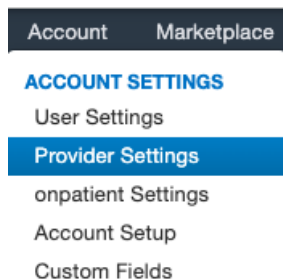
The first is your practice's Profile Picture which will be attached to patient emails. The second is your Practice Business Logo which will be attached to patient emails, reminder emails, patient statements, referrals, OnPatient, the scheduling calendar via the website widget, superbills, and faxes.

Here is how you can add/change both images:

Note: Your profile image and business logo can be no bigger than a 3 X 3. You can have two possible pixel resolutions for this image depending on how you set the DPI. So, at 72 DPI, the pixels would be 216 X 216. At 300 DPI, the pixel count would be 900 X 900. (20MB max size upload limit within our system). The smaller the file the faster it will load. If you choose a profile picture with a large file size please know that it will not load as fast as a smaller-sized file.

For both the profile image and business logo, you will upload them from the same page.

Go to **Account > Provider Settings**.



The **Profile** tab will be the first tab you see. Follow the steps below to upload your profile and business logo images.

- Click **Choose File**
- Select an image from your computer
- Click **Open**
- Click **Update Entire Profile**
- If you would like to display your logo on faxes, check the box.

Account Settings

Profile

General

Email

Medical Billing

eRx Info

Services

Usage

Sample Data

Security

Patient Payments

Doctor ID	248094
Practice Group ID	239636
First Name	<input type="text" value="James"/>
Last Name	<input type="text" value="Smith"/>
Specialty	<input type="text" value="General Practice"/> <input type="button" value="+"/>
Job Title	<input type="text" value="Provider/Staff (Private Practic"/>
Timezone	<input type="text" value="US/Mountain"/>
Salutation	<input type="text" value="Dr."/>
Suffix	<input type="text"/>
Website	<input type="text" value="http://www.drchrono.com"/>
Home Phone	<input type="text"/>
Office Phone	<input type="text" value="(443) 555-5555"/>
Cell Phone	<input type="text" value="(410) 555-5555"/>
Password	<input type="button" value="Change Password"/>
drchrono PIN	<input type="text" value="...."/> 4-digit numeric pin for unlocking iPad EHR from inactivity
Current Plan	<input type="button" value="Employee"/>

Profile Images



Profile Picture	<input type="button" value="Choose File"/> No file chosen	Will be attached to patient emails
Practice Business Logo	<input type="button" value="Choose File"/> No file chosen	Will be attached to emails & official forms
Display logo on faxes	<input type="checkbox"/> Display business logo on fax cover sheet	

Your profile picture and logo will appear. You can always upload new ones by following the same steps.

Profile Images ?

Profile Picture Currently: [profile_photos/2023/06/7863d02f-2815-4272-9a3b-8302760f6756.png](#) Clear
Change: No file chosen Will be attached to patient emails

Current Profile Picture:



Practice Business Logo Currently: [profile_photos/2023/06/76203129-cc4c-4688-8e0f-603087e2ebdb.png](#) Clear
Change: drchrono_gr...f5d4 (1).png Will be attached to emails & official forms

Current Practice Business Logo:



Display logo on faxes Display business logo on fax cover sheet

Below is an example of the logo added to a fax.

Attention:

Sample Doctor, MD
Fax: +1 301-555-5555

Fax From:

Dr. James Smith
Phone: (443) 555-5555
Fax: +1 (410)-555-5555
Email:
sample.doctor@drchrono.com
Date: 2023-06-06 08:42:56 AM

