

Account Settings: Profile

Last modified on 08/26/2025 6:46 pm EDT

Providers can enter basic account information in the **Profile** tab in **Account Settings**. This information autofills in different areas of the DrChrono system.

To open the **Profile** tab, select **Account > Account Settings > Profile** tab.

| Field/Section | Description or Related Article |
|-------------------------|----------------------------------------------------------------------------------------------|
| Doctor ID | Unique provider ID |
| Practice Group ID | Unique practice ID - Multiple provider in the same practice have the same practice group ID. |
| Timezone | Set Time Zones in DrChrono |
| Email Address | Change DrChrono Account Email Addresses |
| Password | How to change my DrChrono login password? |
| DrChrono App Unlock PIN | DrChrono App Unlock PIN |
| Support PIN | DrChrono Support PIN |
| Current Plan | Existing DrChrono plan - Select the plan button to change your plan. |
| Profile Images | How to upload a Profile Image and Business Logo |

Account Settings

Profile

View

General

Email

Medical Billing

eRx Info

Services

Usage

Sample Data

Security

Patient Payments

Receipt Options

Doctor ID

123456

Practice Group ID

112233

First Name

Thomas

Changing your name can affect drug prescriptions & clinical notes. If you need to change your name, please contact DrChrono support for more details.

Last Name

Provider

Specialty

Primary Care Physician

+

Job Title

Provider/Staff (Private Practice)

Timezone

(GMT-7:00) US - Pacific

Salutation

Suffix

Website

Home Phone

Office Phone

(720) 555-5555

Cell Phone

(720) 444-4444

Email Address

thomasp@email.xyz

Change Email

Password

Change Password

DrChrono App Unlock PIN

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View/Edit

4-digit numeric PIN for unlocking the mobile EHR app from inactivity.

Support PIN

....

View

Generate New PIN

4-digit numeric PIN for account identity verification when you contact customer support.

Current Plan

Apollo

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