

Account Settings: Profile

Last modified on 07/22/2025 8:36 pm EDT

Providers can enter basic information for their account on the **Profile** tab in **Account Settings** (**Account** > **Account Settings** > **Profile** tab). This information autofills in different areas of the DrChrono system.

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

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