Manage Account Settings: Profile

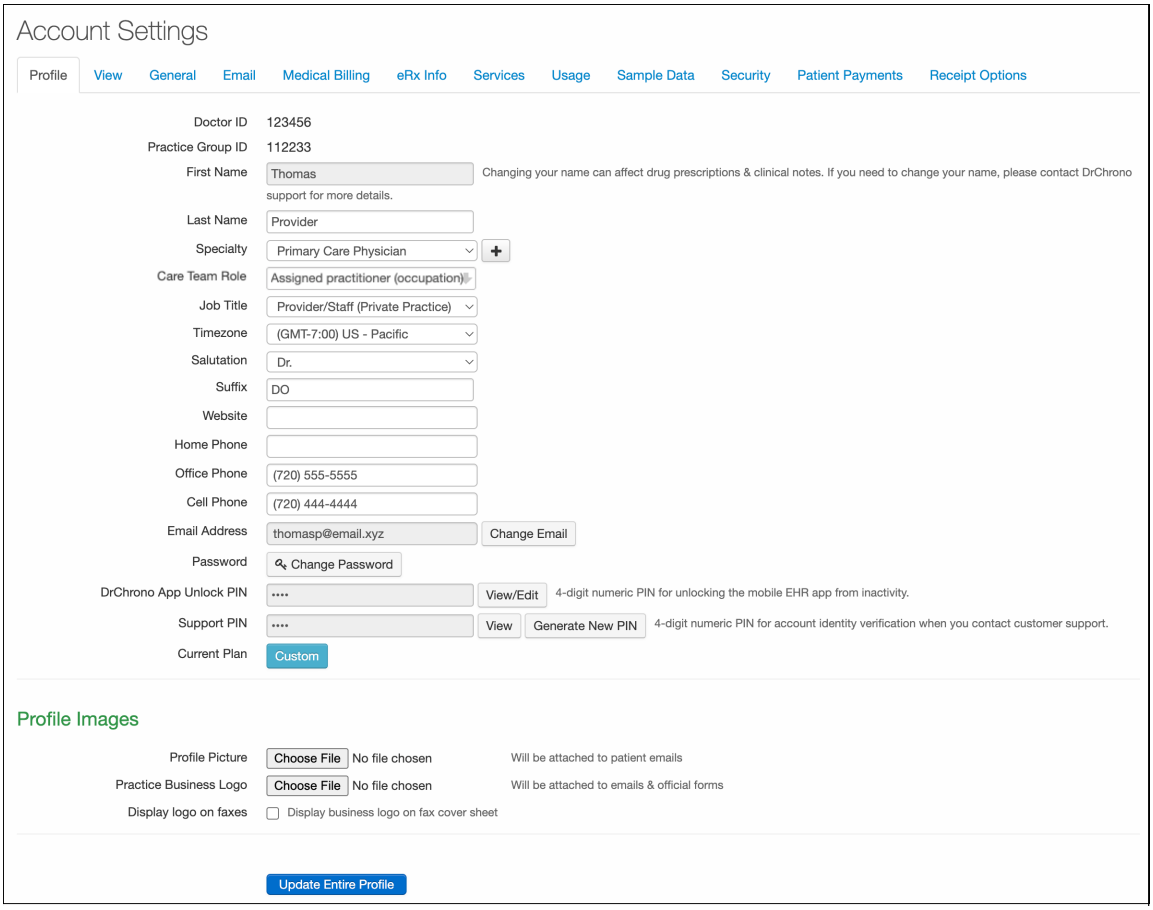
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Providers can enter basic account information on the **Profile** tab in **Account Settings**. This information auto-fills in different areas of the DrChrono system.

Go to the Profile tab

Select **Account** > **Account Settings**. The **Profile** tab is open by default.

Field/Section	Description or Related Article
Doctor ID	Unique provider ID
Practice Group ID	Unique practice ID — Multiple providers in the same practice have the same practice group ID.
First Name and Last Name	Contact the Support team to change your name. Name changes may cause discrepancies with your billing, prescriptions, and clinical notes.
Specialty	Select from the list or the plus icon to search.
Care Team Role	Search and select your care team role.
Job Title	Select from the list.
Timezone	Set Time Zones in DrChrono
Salutation	Select the professional salutation you want to appear before your name in DrChrono (see image below).
Suffix	Enter the suffix (credentials) you want to appear after your name in DrChrono. 
Email Address	Change DrChrono Account Email Addresses
Password	Change Provider Passwords
DrChrono App Unlock PIN	Four-digit code you use to access the DrChrono EHR app after inactivity. DrChrono App Unlock PIN
Support PIN	Four-digit code you provide to the Support team to verify your account. DrChrono Support PIN
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
Care Team Role
Assigned practitioner (occupation)
Job Title
Provider/Staff (Private Practice)
Timezone
(GMT-7:00) US - Pacific
Salutation
Dr.
Suffix
DO
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
Custom
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