



# Manage Account Settings: Profile

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Providers can enter basic account information on the **Profile** tab in **Account Settings**. This information autofills 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 your account manager or the Support team if you need 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	<a href="#">Set Time Zones in DrChrono</a>
Salutation	Select the professional salutation you want to appear before your name in DrChrono (see image below).
Suffix	Enter the suffix you want to appear after your name in DrChrono. 
Email Address	<a href="#">Change DrChrono Account Email Addresses</a>
Password	<a href="#">Change Provider Passwords</a>
DrChrono App Unlock PIN	Four-digit code you use to access the DrChrono EHR app after a period of inactivity. <a href="#">? DrChrono App Unlock PIN</a>
Support PIN	Four-digit code you provide to the Support team to verify your account. <a href="#">? DrChrono Support PIN</a>
Profile Images	<a href="#">How to upload a Profile Image and Business Logo</a>

# 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  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

Specialty  +

Care Team Role

Job Title

Timezone

Salutation

Suffix

Website

Home Phone

Office Phone

Cell Phone

Email Address  [Change Email](#)

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  No file chosen Will be attached to patient emails

Practice Business Logo  No file chosen Will be attached to emails & official forms

Display logo on faxes  Display business logo on fax cover sheet

[Update Entire Profile](#)