

Manage Account Settings: Email

Last modified on 07/02/2026 5:33 pm EDT

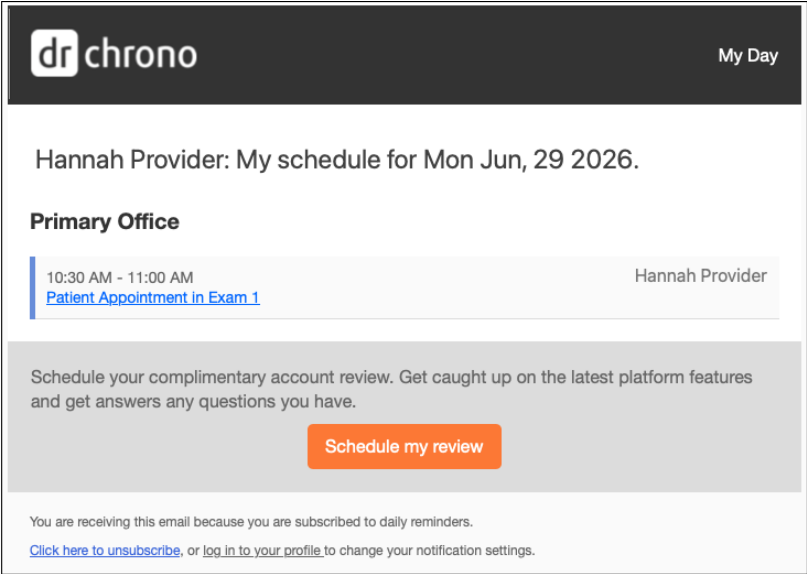
Incoming email | Outgoing email



Use the settings on the **Email** tab to subscribe to the daily agenda, daily billing problems, or online scheduling emails and to manage email notification preferences for your account. You can also set outgoing email settings, including your email signature.

Go to the Email tab

Select **Account** > **Account Settings** > **Email**.

Incoming email

Setting	Description
Daily Agenda Emails	<p>By default, DrChrono sends a HIPAA-compliant daily agenda email to the provider on days when appointments are scheduled. The email lists the day's appointments and includes a link to each one. Selecting the link opens the appointment in DrChrono after you log in.</p>  <p>dr chrono My Day</p> <p>Hannah Provider: My schedule for Mon Jun, 29 2026.</p> <p>Primary Office</p> <p>10:30 AM - 11:00 AM Hannah Provider Patient Appointment in Exam 1</p> <p>Schedule your complimentary account review. Get caught up on the latest platform features and get answers any questions you have.</p> <p>Schedule my review</p> <p>You are receiving this email because you are subscribed to daily reminders. Click here to unsubscribe, or log in to your profile to change your notification settings.</p>
Daily Billing Problems Emails	<p>Receive a daily email about the practice's unresolved billing claims and a list of unbilled appointments. Enter the recipients' email addresses in the Recipients of Billing Email box.</p>

Setting	Description
Online Scheduling Emails	<p>Receive an email when a patient schedules an appointment using the online scheduling widget. Enter the recipients' email addresses in the Recipients of Online Scheduling Notification box.</p> <div data-bbox="539 338 1348 875" style="border: 1px solid black; padding: 10px;"> <p>A patient has scheduled an appointment in your office: Office 1. 😊 ↶ ↷</p> <p> reminders@drchrono.com <reminder... Today at 9:55 AM To: Sample Doctor</p> <p>Dear Dr. James Smith,</p> <p>A patient has scheduled a new appointment in your office, Office 1, through drchrono's online scheduling widget.</p> <p>The appointment has been scheduled for Friday June 16 at 08:00AM by the patient. You can view the appointment record here: https://drchrono.com/appointments/257344054</p> <p>This appointment scheduling powered by: https://drchrono.com</p> </div>
Include Notes in Emails	<p>The daily agenda email includes any notes entered into the Note box in the appointment.</p> <div data-bbox="539 987 1348 1552" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #333; color: white; padding: 5px; display: flex; justify-content: space-between;">  My Day </div> <p>Hannah Provider: My schedule for Mon Jun, 29 2026.</p> <p>Primary Office</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>10:30 AM - 11:00 AM Hannah Provider</p> <p>Patient Appointment in Exam 1: Diabetes follow-up</p> </div> <p>Schedule your complimentary account review. Get caught up on the latest platform features and get answers any questions you have.</p> <p style="text-align: center;">Schedule my review</p> <p><small>You are receiving this email because you are subscribed to daily reminders. Click here to unsubscribe, or log in to your profile to change your notification settings.</small></p> </div>

Account Settings

[Profile](#) [View](#) [General](#) **Email** [Medical Billing](#) [eRx Info](#) [Services](#) [Usage](#) [Security](#) [Patient Payments](#) [Receipt Options](#)

Incoming Email

- Daily Agenda Emails Send a HIPAA compliant daily agenda email
- Daily Billing Problems Emails Send a daily billing problems email
- Recipients of Billing Email Recipients of daily billing problems email, separated by comma ", " or space " ". Leave blank to use default setting.
- Online Scheduling Emails Send an email each time an appointment is scheduled online
- Recipients of Online Scheduling Notification Recipients of the online scheduling notifications email, separated by comma ", " or space " ". Leave blank to use default setting.
- Include Notes in Emails Reason and notes will be included in daily emails

Outgoing Email

Setting	Description or Related Article
Use Alternative Email for Fax	By default, the provider's email address is included on faxes. To use a different email address, select this checkbox and enter the email address in the Alternative Email for Fax box.
Custom Email Signature	Enter your custom email signature to be shown in the emails you send to patients using the Send Email feature. You can set a confidentiality notice to appear in all faxes and patient emails on the General tab > Communications section .
Recurring Reminders	Send reminders for recurring appointments.

Outgoing Email

- Use Alternative Email for Fax Using alternative email address for fax and referral
- Alternative Email for Fax Alternative email address displayed in fax and referral
- Custom Email Signature
- Recurring Reminders Send Recurring Appointment Reminders

[Update Entire Profile](#)