

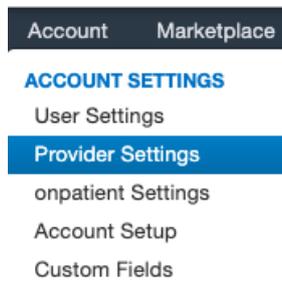
# Editing Your Name, Timezone, Personal Details, and Contact Information

07/24/2024 2:15 pm EDT

Your name, time zone, personal details, and contact information will appear on many pages and documents in DrChrono. This guide will explain how to change your settings, as needed, so that your DrChrono account is updated with your accurate details.

To change your name, personal details, and contact information, you'll need to access the Account Settings portal.

1. To begin, go to **Account > Provider Settings**. You will land on the **Profile** tab.



From the **Profile** tab, you can see fields for your Name, Specialty, Timezone, Salutation, Suffix, Website, Home Phone Number, Office Phone Number, and Cell Phone Number. Before proceeding, fill out all the fields that you would like changed. Click **Update Entire Profile** to save your changes.

# Account Settings

Profile

General

Email

Medical Billing

eRx Info

Services

Usage

My Billing

Sample Data

Security

Patient Payments

Doctor ID	248094
Practice Group ID	239636
First Name	<input type="text" value="James"/>
Last Name	<input type="text" value="Smith"/>
Specialty	<input type="text" value="General Practice"/> +
Job Title	<input type="text" value="Provider/Staff (Private Practic"/>
Timezone	<input type="text" value="US/Mountain"/>
Salutation	<input type="text" value="Dr."/>
Suffix	<input type="text"/>
Website	<input type="text" value="http://www.drchrono.com"/>
Home Phone	<input type="text"/>
Office Phone	<input type="text" value="(443) 555-5555"/>
Cell Phone	<input type="text" value="(410) 555-5555"/>
Password	<input type="button" value="Change Password"/>
drchrono PIN	<input type="text" value="...."/> 4-digit numeric pin for unlocking iPad EHR from inactivity
Current Plan	<input type="button" value="Employee"/>

## Profile Images ?

Profile Picture	<input type="button" value="Choose File"/> No file chosen	Will be attached to patient emails
Practice Business Logo	<input type="button" value="Choose File"/> No file chosen	Will be attached to emails & official forms
Display logo on faxes	<input type="checkbox"/> Display business logo on fax cover sheet	

To change your profile picture and/or business logo, scroll down toward the bottom of the page to the **Profile Images** section.

Select **Choose File** and navigate to the corresponding image file stored locally on your computer. These files will be uploaded to your DrChrono account and will still be attached to your profile even if your computer's locally stored image is deleted or moved. You can also select the **Display Logo on Faxes** check box to display your practice's business logo on all your faxes.

To save your settings, select the blue **Update Entire Profile** button. When this button is pressed, all the information on the page is uploaded and saved to your profile.

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