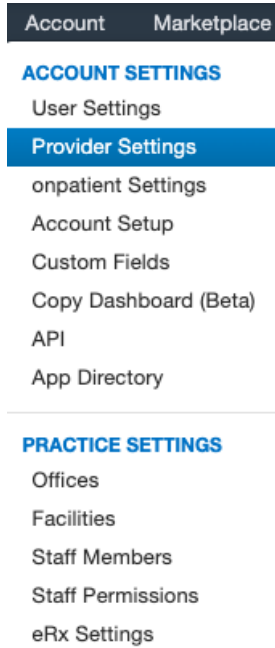


How do I add a suffix, credentials or salutation to my name?

07/24/2024 3:40 pm EDT

1. To add a suffix, credentials, or salutation to your name, first go to **Account > Provider Settings**. You will land on the **Profile** tab by default.



2. On this page, you can select your salutation from the dropdown list and enter a suffix.

Account Settings

This screenshot shows the 'Account Settings' form with the 'Profile' tab selected. The 'Salutation' dropdown menu is open, showing options: 'Dr.' (selected), 'Prof.', 'Prac.', and 'D.O.'. The 'Suffix' field is empty. Other fields include Doctor ID (248094), Practice Group ID (239636), First Name (James), Last Name (Smith), Specialty (General Practice), Job Title (Provider/Staff (Private Practici)), Timezone, Home Phone, Office Phone ((443) 555-5555), Cell Phone ((410) 555-5555), Password (Change Password), drchro PIN (4-digi), and Current Plan (Employee).

Account Settings

This screenshot shows the 'Account Settings' form with the 'Profile' tab selected. The 'Salutation' dropdown menu is closed, and the 'Suffix' field is now populated with 'M.D.'. Other fields are the same as in the previous screenshot: Doctor ID (248094), Practice Group ID (239636), First Name (James), Last Name (Smith), Specialty (General Practice), Job Title (Provider/Staff (Private Practici)), Timezone (US/Mountain), Website (http://www.drchro.com), Home Phone, Office Phone ((443) 555-5555), Cell Phone ((410) 555-5555), Password (Change Password), drchro PIN (4-digi), and Current Plan (Employee).

3. Make sure to click **Update Entire Profile** at the bottom of the page to ensure your new updates have been saved.

[Update Entire Profile](#)
