

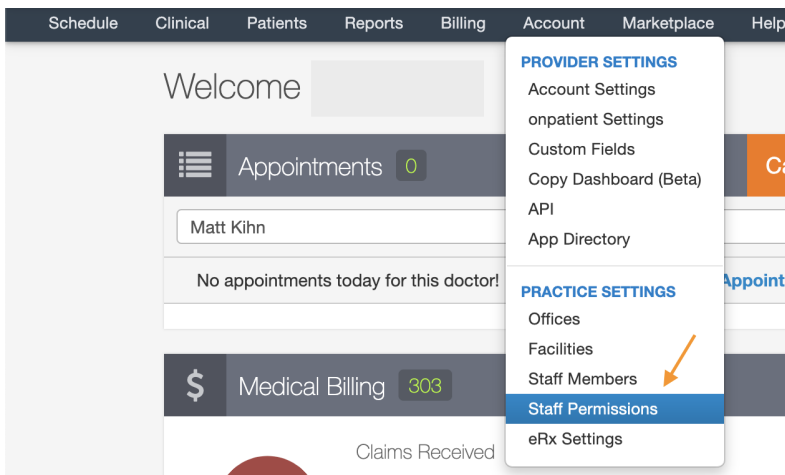
Enabling Emergency Access to your DrChrono Account

07/24/2024 2:20 pm EDT

Setting up Emergency Access

Emergency Access grants the user permissions to access **patient charts**, **access schedules** and access **clinical notes** when logging in with the Emergency Access login.

A user can grant this permission to a provider or a staff member by clicking on **Account**, then **Staff Permissions**.



Select either **Provider** or **Staff**, depending on who is being given permissions, then click **View** on the right-hand side.

Staff	Role	
Audrey Hepburn	Office Manager	<input type="checkbox"/> View
Gloria McLean	Office Manager	<input type="checkbox"/> View
Grace Kelly	Nurse	<input type="checkbox"/> View
Ingrid Bergman	Nurse	<input type="checkbox"/> View
Lauren Bacall	Office Manager	<input type="checkbox"/> View
Mariene Dietrich	Nurse	<input type="checkbox"/> View

The screen that pops up shows all available permissions for the selected user. To make changes, click the blue **Edit Permissions** button at the bottom right. Check or uncheck the boxes on the right to add or remove permissions.

After all changes have been made, click the green **Save Permissions** button.

Permissions for Audrey Hepburn

Show Patient Balance ⓘ	<input checked="" type="checkbox"/>
Show Billing Tab ⓘ	<input checked="" type="checkbox"/>
Show Billing Summary ⓘ	<input checked="" type="checkbox"/>
Add new referring sources ⓘ	<input type="checkbox"/>
Access Institutional Billing ⓘ	<input type="checkbox"/>
Access All Messages for Practice Group ⓘ	<input type="checkbox"/>
Billing Administrator ⓘ	<input type="checkbox"/>
Access Balance/Ledger ⓘ	<input type="checkbox"/>
Access Patient Statements ⓘ	<input type="checkbox"/>
Emergency Access ⓘ	<input checked="" type="checkbox"/>

[Close](#) [Edit Permissions](#)

Logging in with Emergency Access

From the DrChrono login page, click the blue **Emergency Access** link under the login fields (see screenshot below):

Username

Password

[Log In](#)

[Forgot password?](#)

[Emergency Access](#)