

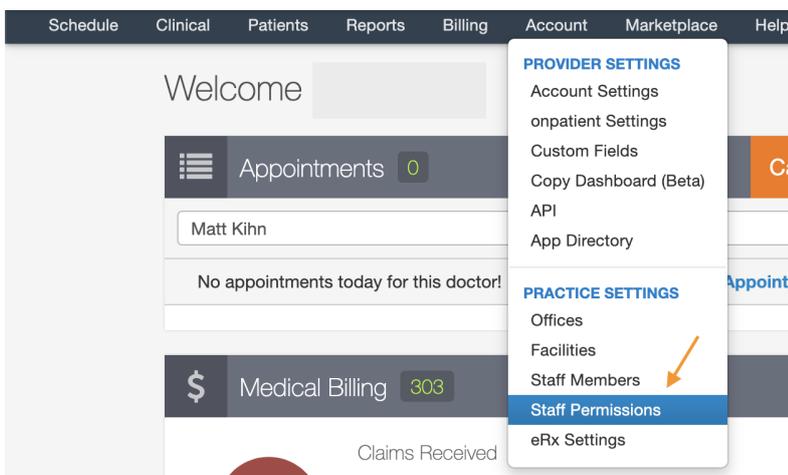
# Enabling Emergency Access to your DrChrono Account

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
- Show Billing Tab
- Show Billing Summary
- Add new referring sources
- Access Institutional Billing
- Access All Messages for Practice Group
- Billing Administrator
- Access Balance/Ledger
- Access Patient Statements
- Emergency Access

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](#)