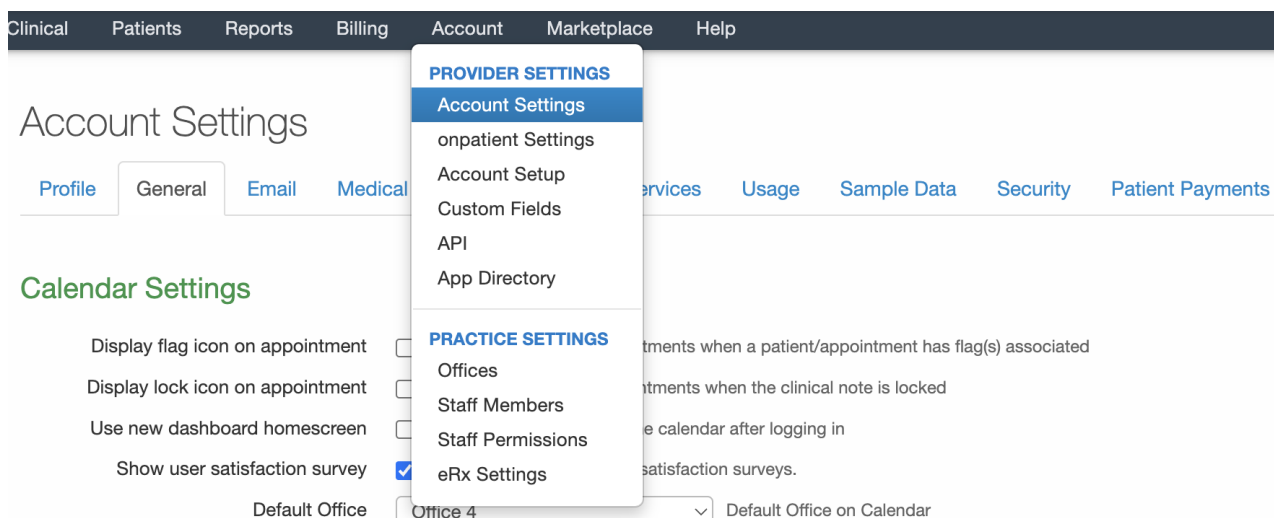


# How do I add a confidentiality notice to the bottom of all outgoing faxes and emails?

07/24/2024 3:35 pm EDT

In DrChrono, you have the option of customizing your outgoing emails and faxes by adding a confidentiality notice specific to your practice by following these steps.

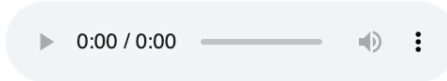
1. Hover over the **Account** tab in your menu bar and select **Settings** from the dropdown list. Select the **General** tab.



2. Scroll down to the **Communications** sub-group and check the box marked **Include notice of confidentiality on faxes and patient emails**. Enter the confidentiality notice of your preference in the field below marked as **Notice to Include** and select **Update Entire Profile**.

## Communications

Recorded Provider Name



 Record

Use official name on fax cover sheets

Include notice of confidentiality on faxes and patient emails

Notice to include

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Enable sending non-free referral faxes

Include Patient Problems in referrals by default

Remove "Powered by drchrono" from Footer of Clinical Notes and Patient Statements

Allow patients to confirm or cancel appointments from appointment reminder emails

Direct Messaging

 Manage Your Direct Address:

Update Entire Profile

Your confidentiality notice will appear on your faxes and emails.

# Attention:

Sample Doctor, MD

Fax:

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## Fax From:

Dr. Nick's Walk-In Clinic

Phone:

Fax:

Email:

Date: 2019-05-10 01:57:12 PM



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Total Pages: 5

Faxed from drchrono EHR

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### Notice of Confidentiality

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reminders@drchrono.com

to me ▾

Dear Patient Name,

We will be closed on Monday, July 4th.

Regards,  
Family Practice

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2:17 PM (0 minutes ago)



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