

# Customized Follow-up Dates: Setting up your account

07/24/2024 1:35 pm EDT

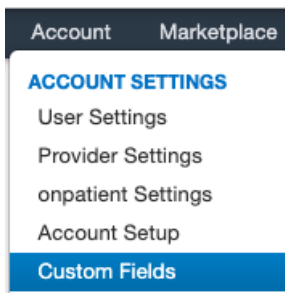
DrChrono has added a feature that will allow you to customize follow-up dates on an individual appointment basis. The standard default of 35 days will remain unless it is updated by an administrator on your account.

## Administrators

As an administrator on your DrChrono account, you can set the maximum number of days you would like to allow users to be able to set the next follow-up date.

Here is how you can set the limit:

- Navigate to Account > Custom Fields



- Select Follow-Up Settings from the menu on the left

|                           |
|---------------------------|
| Appointment Fields        |
| Appointment Profiles      |
| Appointment Statuses      |
| Appointment Templates     |
| Billing Profiles          |
| Billing Statuses          |
| Eligibility Profiles      |
| <b>Follow-Up Settings</b> |
| Insurance Plan Names      |
| Patient Demographics      |
| Patient Flag Types        |
| Patient Payment Types     |
| Procedures                |
| Procedure Categories      |
| Vital Flowsheets          |

- You will see a pre-populated entry with a default value of 35 days.

### Follow-Up Date

| Name               | Value | Updated Date | Created Date |
|--------------------|-------|--------------|--------------|
| Max amount of days | → 35  | Apr 19, 2023 | Apr 19, 2023 |

- This figure can be updated by clicking on the **Edit** button on the right.



- A pop-up will appear that will allow you to set the maximum number of days out that a follow-up date can be set. This number can be set between 1-90.

### Edit Follow-up Date max amount of days ×

Days

**Update**

- Once you have entered a maximum number of days, click on **Update**.

