

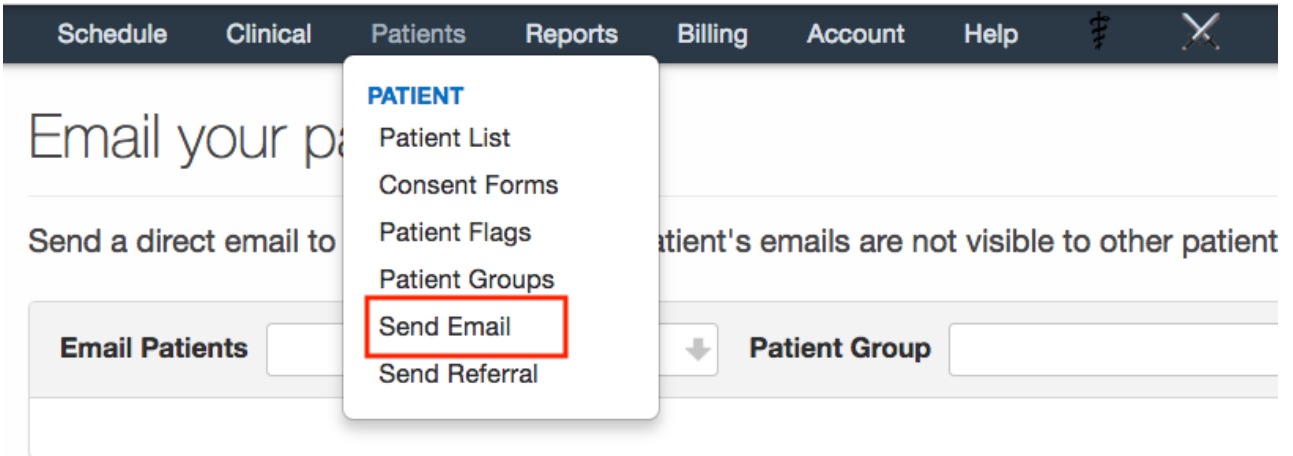
Sending Email through DrChrono

07/24/2024 9:10 pm EDT

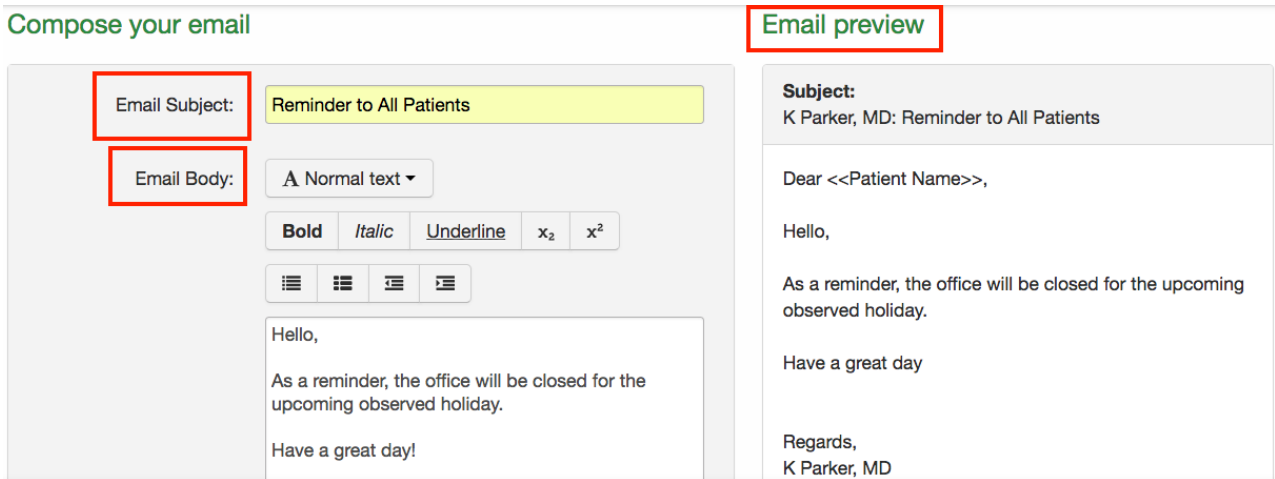
You can easily send an email to a patient, a group of patients, or all of your patients with the **Send Email** feature. **Note:** DrChrono prohibits sharing PHI (protected health information) via the Send Email feature.

If you wish to send a secure message to a patient, please use our [secure messaging](#) feature via OnPatient.

1. Go to [Patients](#) > **Send Email**.



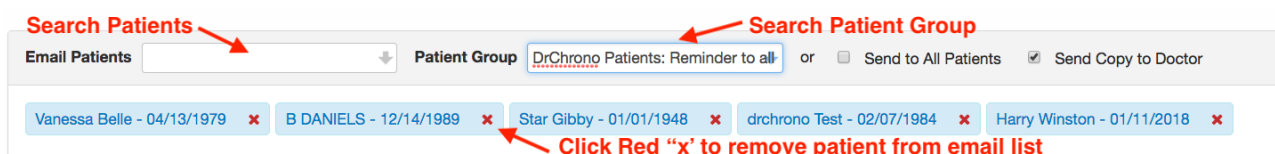
2. Write out your email. The section on the right gives you a preview of the email.



3. DrChrono allows you to send your emails to individual patients, patient groups, or all of your patients.

a. To send your email to individual patients type in the patient name in the search bar and select the desired patient.

b. To send your email to a Patient Group type in the Patient Group name and select the desired group.



c. To send your email to all of your patients check the **Send to All Patients** box. An email copy can also be sent to the provider by checking, **Send Copy to Doctor**.

Email your patients

Send a direct email to a group of patients. Patient's emails are not visible to other patients.

Email Patients Patient Group or Send to All Patients Send Copy to Doctor

4. After you've written your email and selected who you want the email sent to hit the blue **Send Message** button. DrChrono will ask you to confirm your message. Hit **OK** to send your message.

Email your patients

Send a direct email to a group of patients. Patient's emails are not visible to other patients.

Email Patients Patient Group or Send to All Patients Send Copy to Doctor

Compose your email

Email Subject:

Email Body:

Save Template

Send this email to all patients?

5. An **Email Sent** pop-up window will appear, confirming that your email has been sent. A copy of that email will also be sent to the provider's email address that is associated with their DrChrono Account. You have now completed composing and sending an email to your patient(s).

← Email Confirmation

Email your patients

Send a direct email to a group of patients. Patient's emails are not visible to other patients.

Email Patients Patient Group or Send to All Patients Send Copy to Doctor

Note: All emails are delivered from reminders@drchrono.com. This email address can not be customized or changed.