Saving an Email Template

07/24/2024 8:20 pm EDT

You can save email templates in DrChrono's Send Email feature for future use. **Note:** DrChrono prohibits sharing PHI (protected health information) via the Send Email feature.

1. Go to Patients > Send Email.

Patients Reports
PATIENT
Patient List
Consent Forms
Patient Flags
Patient Groups
Send Email
Send Referral

2. Write Out Your Email. Make sure to fill out the **Email Subject.** This gives your template a name. You can view a preview of your email on the right. When you have completed your message, click **Save Template**.

	Email Subject: Holiday Hours		
Compose your email		Em	ail preview
Load from Template	~		ubject: rendan Wilberton: Holiday Hours
Email Body:	Normal text • Bold Atalic Lindentine x, x, x, T T T T T T T T T T T T T T T	Ou Wi Fr Fa Th or of th	Dear < <patient name="">>, Our office will be closed on Tuesday, July 4th for the Independence Day holiday. We will open at 8:00 a.m. on Wednesday, July 5th. Erjoy the holiday. Regards, Family Practice The information contained in this transmission is confidential. This transmission and the information contained in or attached as a file to it is intended for the addressee(b), you are not the addressee for one of the addressee), you are not intended merginet. If you are not an thread merginery to use not the addressee(b), copying or taking of any action because of this information is strictly prohibited.</patient>
Save Template	Send Message		Q
	Save Template		

4. The Email Template will be saved. Select the template from the **Load from Template** menu and it will autofill the body of the email.



5. If you'd like to make changes to an existing template hit **Save Template** after making changes to an existing template. You can also **Save as New Template** if you'd like to keep the original template and the template you made changes to.

Load from Template	July 4th Holiday Hours - 07/1(V Delete Template				
Email Subject:	July 4th Holiday Hours	±.			
Email Body:	A Normal text \bullet BoldItalicUnderline x_2 x^2 \blacksquare \blacksquare \blacksquare \blacksquare				
	Our office will be closed on Tuesday, July 4th for the Independence Day holiday. We will open at 8:00 a.m. on Wednesday, July 5th.				
	Enjoy the holiday.				
	Thank you,				
	Save As New				
Save Template Save	e As Néw Sen	d Message			