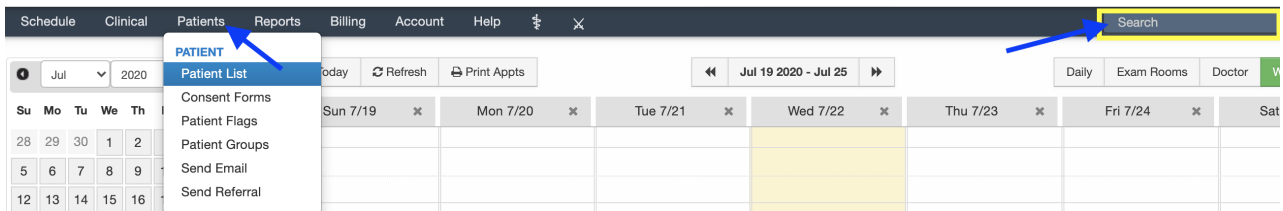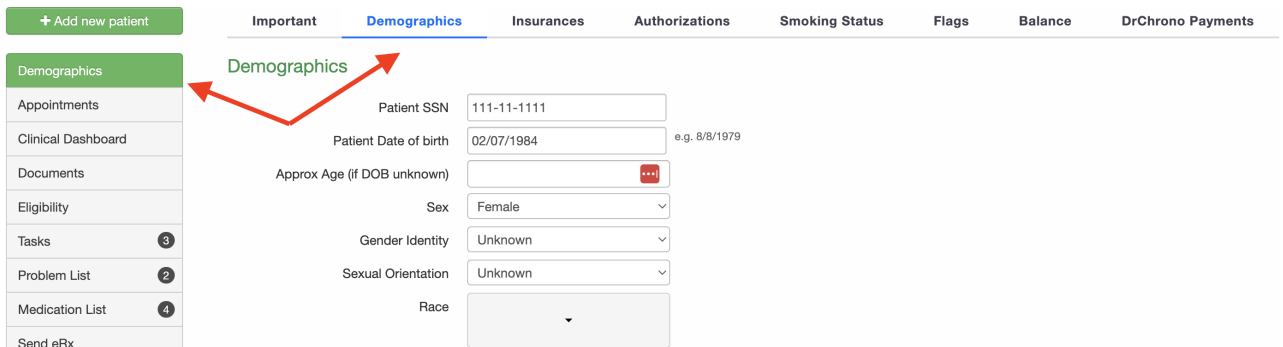# Adding a Referring Provider to a Patient Chart

07/24/2024 12:14 pm EDT

Adding a referring provider to a patient chart is easy to do in DrChrono and only takes a few steps.

1. Navigate to a patient's chart by going to **Patients** > **Patient List** and selecting the chart or searching for the patient.

2. Select the **Demographics** tab.

3. Scroll down to the **Referring Doctor** section and enter the information for the provider.

Referring Doctor

Referring Doctor Search	[ ] ↓ Will populate fields below
Referring Dr. First Name	Edward
Referring Dr. Middle Name	
Referring Dr. Last Name	Jenner
Referring Dr. Suffix	
Referring Dr. NPI Number	9876543210
Referring Dr. Qualifier	-- Qualifier --
Referring Dr. Number	
Referring Dr. Specialty	Primary Care Physician
Referring Dr. Address	328 Gibraltar Dr. Sunnyvale, CA 94089
Referring Dr. Email	
Referring Dr. Phone	(844) 569-8628
Referring Dr. Fax	XXX-XXX-XXXX
Referring Source	
Primary Care Physician	
Referral Number	

If you have already added the provider as a contact, you can use the **Referring Doctor Search** field to add the existing contact as the referring provider. You can save the referring doctor as a contact by selecting **Create New Contact**.

Referring Doctor

Referring Doctor Search	doctor test ↓ Will populate fields below
	Doctor Test *Fax: +1 443-555-5555*
	Create New Contact
Referring Dr. First Name	
Referring Dr. Middle Name	
Referring Dr. Last Name	Jenner
Referring Dr. Suffix	
Referring Dr. NPI Number	9876543210
Referring Dr. Qualifier	-- Qualifier --
Referring Dr. Number	
Referring Dr. Specialty	Primary Care Physician
Referring Dr. Address	328 Gibraltar Dr. Sunnyvale, CA 94089
Referring Dr. Email	
Referring Dr. Phone	(844) 569-8628
Referring Dr. Fax	XXX-XXX-XXXX
Referring Source	
Primary Care Physician	
Referral Number	

4. When finished scroll down and click **Save Demographics.**

Miscellaneous

Signature On File   [Consent On File   ⌄]

Default Pharmacy   Walgreens #00689, 940402701   [Set] [Remove]

[**Save Demographics**]

Signature On File   [Consent On File   ⌄]

Default Pharmacy   Walgreens #00689, 940402701   [Set] [Remove]

[**Save Demographics**]