## 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.

S	chedu	ıle	Cli	nical	Patients Reports	Billin	ig Accou	nt Help	\$ X								Search	
					PATIENT													
0	Ju	ıl	•	2020	Patient List	oday	2 Refresh	🔒 Print Appts			📢 J	Jul 19 2020 - Jul 25	₩			Daily	Exam Rooms	Doctor
Su	Мо	Tu	We	Th	Consent Forms Patient Flags	Sun 7	/19 🗙	Mon 7/20	) ×	Tue 7/21	×	Wed 7/22	×	Thu 7/23	×		Fri 7/24	x Sa
28	29	30	1	2	Patient Groups													
5	6	7	8	9	<ul> <li>Send Email</li> </ul>													
12	13	14	15	16	. Send Referral	_												

## 2. Select the **Demographics** tab.

+ Add new patie	nt	Important	Demographics	Insurances	Authorizations	Smoking Status	Flags	Balance	DrChrono Payments
Demographics		Demographics	6						
Appointments			Patient SSN	111-11-1111					
Clinical Dashboard		P	atient Date of birth	02/07/1984	e.g. 8/8/1979				
Documents		Approx Age	e (if DOB unknown)						
Eligibility			Sex	Female	~				
Tasks	3		Gender Identity	Unknown	~				
Problem List	2		Sexual Orientation	Unknown	~				
Medication List	4		Race	•					
Send eRx									

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
Referring Dr. First Name	Doctor Test	
Referring Dr. Middle Name	Create New Contact	
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										