# Patient Demographics

07/24/2024 7:10 pm EDT

A lot of important patient information can be found on the patient demographic page.

To get to the patient chart quickly, use the hotspot search. It's located in the top right corner of the website, no matter what page you're on. It will take you directly to the patient's chart.



You can also find a patient by navigating to **Patients** > **Patient List**.



Once there, you can search for a particular patient or select the patient from the list.



You can also use the **More Filters** option on the right of the screen to add additional search options such as including inactive patients, patients with incomplete billing information, etc.

Once you have selected your patient, you can reach their demographics page by selecting the option on the right of your screen.



Once you're on the patient chart, you can do many different things. For example, if you have your patients fill out their demographic information through OnPatient or the DrChrono Check-In App, you can find that information in the Demographics tab.

You can also manually add the information, or make changes. So if the patient has an updated email, phone number, address, etc., you can change that under the demographics tab below. You can also document things such as insurance authorizations and adding patient flags.

**FAQ**

- How can I edit or change my patient's email?

Click on the Demographics tab on the left side menu and then the Important tab in the middle of the page, and you'll be able to access the patient's email information. You can change the email here. Make sure to scroll to the bottom of the page once you're finished and click the blue **Save Demographics** button to save any changes.

- What format are phone numbers recorded in?

Phone numbers can be entered in many formats: XXX-XXX-XXXX, XXXXXXXXXX, (XXX)-XXX-XXXX.

| | |
|---|---|
| Home Phone | 6504444444 |
| Cell Phone | 650-444-4444    Required for SMS/Text. Click here to verify cell phone for US patient |
| Disable SMS/Txt | ☐ Disable all SMS/Txt messages for this user. |
| Office Phone | (650) 333-3333    Office Ext.: |
| Email | sample@sample.com    ☐ Allow Duplicate Email |
| Alternate Email | |
| Preferred Communication | ▾ |
| Reminder Language | English    For email reminders only |
| Decline Clinical Summary | ☐ Patient declines to receive Clinical Summary |

| | |
|---|---|
| Medication History Consent | ▾    Patient has given consent to obtain medication history. |
| Payment Profile | Insurance    Affects default procedure prices |
| Patient's Copay $ | |
| Default Appointment Profile | --------- ▾ |
| Follow-up Date |    Patient will get reminders around this date to make an appointment. |
| Follow-up Reason |    e.g. 2 week follow-up |
| Last Appointment | 04/24/2019 |

**Save Demographics**