How do I access generated reports?
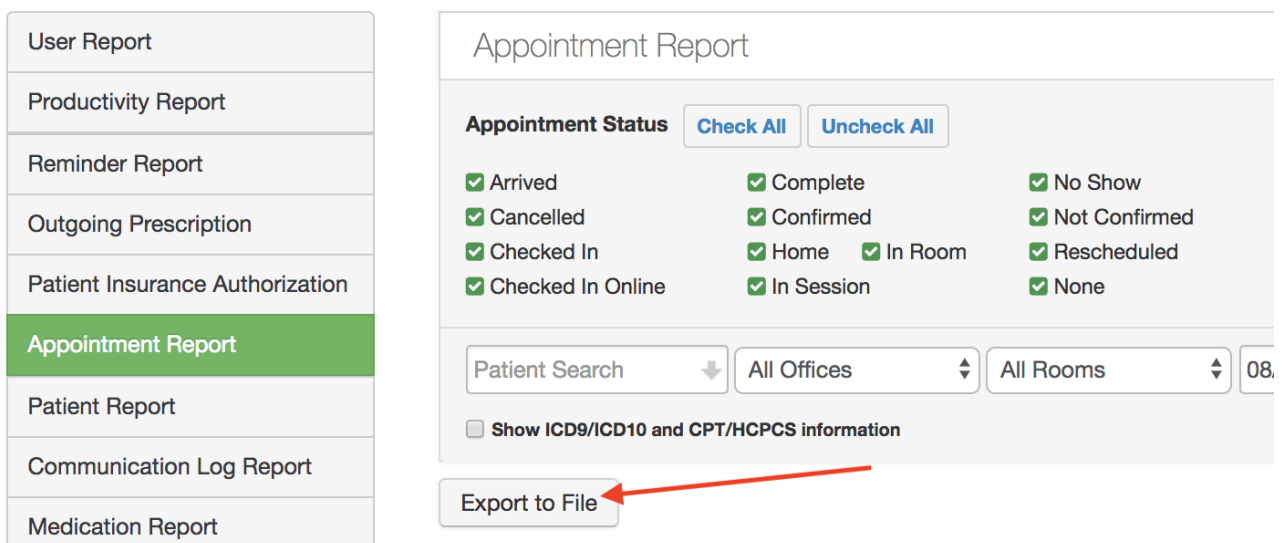
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DrChrono has a series of reports set up that you can easily and efficiently run for your practice. They are located under Reports.

The following reports: Productivity, Outgoing Prescription, Patient Insurance Authorization, Appointment, Communication Log, and Advanced Report will be exported to the Message Center within your DrChrono account.

All other reports will download as a .csv file.

1. Once the report is run, click **Export to File**.

2. There will be a confirmation message in the top left corner of the screen stating that the report will be available in the Message Center once it is generated. Go into the Message Center by clicking on the envelope icon.

3. Once in the Message Center, the reports will be in the inbox after being generated. Click on the report to view it.

4. From here you can preview and download the report.