

Internal: Setting Up Acronis for Customer Accounts

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Acronis backs up the account's locked clinical notes, uploaded documents, and signed consent forms. Acronis is added to the account through inclusion in the contract or a contract addendum.

Once the feature is enabled for the account, it can be activated in two ways:

- Through the **Doctor Settings**: Check the box and update the doctor info. This will enable Acronis for just this provider.

NOTE: Turning off this feature will delete the the Acronis account.

Allow the doctor to see Acronis within their Account Settings page

- Through the **Practice Group Settings**: Select **On for All** and update the info. This will activate Acronis for the whole group.

NOTE: Selecting **OFF for ALL** will delete the Acronis account for the practice group.

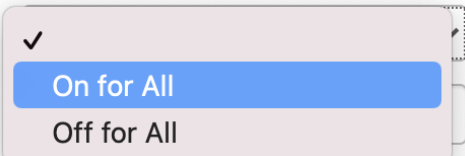
Practice Group Options

Allow all onpatient payment refunds Allow refunds after payments have been

Auto appointment reminders Enable to automatically choose the pa

Bulk acronis on or off

Box appointment folder id

A dropdown menu is open, showing three options: a checkmark icon at the top, 'On for All' in a blue highlighted box, and 'Off for All' below it.