

Verifying Your Office Phone Number for Reminder Caller ID

07/08/2024 7:26 pm EDT

You can validate your phone number so that it appears as the caller ID number on your voice reminders.

Go to **Account > Offices**. Select **Edit** next to the office you would like to validate the number.

The screenshot shows the 'Account' tab selected in the top navigation bar. Under 'ACCOUNT SETTINGS', the 'Offices' option is highlighted in blue. Below it, 'Facilities' is listed. The 'Manage offices' section includes a help icon. The 'Active Offices' section shows a table with one office listed. An arrow points to the 'Edit' button in the 'Sharing' column of the table.

Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing
Primary Office Nick Riviera	225 Schilling Circle	21212	(443) 555-5555	11	4	New And Existing Patients All Appointments	Share View Edit Archive

Click on the **Not Validated**. Click here to verify with a test call.

Primary Doctor for Office: Dr. James Smith

Edit Office

Basic **Billing** Online Schedule

Warning: Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)	<input type="text" value="Mountain Office"/>	
Facility name	<input type="text"/>	Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Primary Provider	<input type="text" value="Dr. James Smith"/>	
Country	<input type="text" value="UNITED STATES"/>	
Address	<input type="text" value="225 Schilling Circle"/>	
Zip Code	<input type="text" value="80526"/>	
State	<input type="text" value="Colorado"/>	
City	<input type="text" value="Fort Collins"/>	
Office Phone	<input type="text" value="443833"/>	Not validated. Click here to verify with a test call. 
Fax	<input type="text"/>	

There will be a message that appears on your DrChrono screen with a 6-digit validation code for you to enter. Enter the code when prompted.

When complete you will see a message that says **Phone Valid. Will appear as caller ID in reminders.**

Primary Doctor for Office: Dr. James Smith

Edit Office

Basic **Billing** Online Schedule

Warning: Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)	<input type="text" value="Office 4"/>	
Facility name	<input type="text"/>	Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Primary Provider	<input type="text" value="Dr. James Smith"/>	
Country	<input type="text" value="UNITED STATES"/>	
Address	<input type="text" value="328 Gibraltar Dr"/>	
Zip Code	<input type="text" value="94089"/>	
State	<input type="text" value="California"/>	
City	<input type="text" value="Sunnyvale"/>	
Office Phone	<input type="text" value="(650) 555-5555"/>	Phone Valid. Will appear as caller id in reminders.
Fax	<input type="text"/>	

Note: If your phone system has an IVR (interactive voice response) system, the phone number cannot be validated.