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.

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

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

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