

Set Time Zones in DrChrono

Last modified on 01/27/2026 9:35 pm EST

Set a provider's time zone | Providers in different time zones

You can set a provider's time zone in DrChrono in [Account Settings](#).



Appointment reminders are sent according to the provider's time zone by default. Refer to [Time Zones in Appointment Reminders](#) to learn how to select the provider's or patient's time zone for appointment reminders.

Set a provider's time zone

1. Select [Account > Account Settings](#).
2. On the **Profile** tab, select your time zone and then select **Update Entire Profile**.

The screenshot shows the 'Account Settings' page with the 'Profile' tab selected. Below the tabs, there is a form with various fields: Doctor ID, Practice Group ID, First Name, Last Name, Specialty, Job Title, and Timezone. The 'Timezone' field is currently set to '(GMT-8:00) US - Pacific'. A dropdown menu is open over this field, listing the following options: '--Select a Timezone--', '(GMT-9:00) US - Alaska', '(GMT-7:00) US - Arizona', '(GMT-6:00) US - Central', '(GMT-5:00) US - Eastern', '(GMT-10:00) US - Hawaii', '(GMT-7:00) US - Mountain', and '(GMT-8:00) US - Pacific' (which is highlighted with a checkmark).

Providers in different time zones

If you have different providers and time zones, you can assign each provider a time zone and designate an office for them. In the following example, there are two offices: one in Eastern Time and one in Mountain Time.

Doctors Select all / none

- James Smith 2
- Brendan Wilberton 5

Offices Select all / none

- Eastern Time Office
- Mountain Time Office
- Telehealth
- Main PG Office

Sun 7/25 Mon 7/26 Tue 7/27 Wed 7/28 Thu 7/29

9:00am

10:00am

11:00am

9:40 - 10:10 am BW Michelle Harris: Eastern Time Office

10:15 - 10:45 am BW Dana Harris: Eastern Time Office

9:40 - 10:10 am JS Michelle Harris: Mountain Time Office

Each office's main provider corresponds with their time zone.

Eastern Time

Profile General Email Medical Billing eRx Info Services

Basic Billing Online Schedule

⚠ Warning: Changing the address of an office affects all previous appt

Doctor ID	205858	Office name (scheduling)	Eastern Time Office
Practice Group ID	239636	Facility name	
First Name	Brendan	Primary Provider	Brendan Wilberton
Last Name		Country	UNITED STATES
Specialty	Family Practitioner	Address	225 Schilling Circle
Job Title	Provider/Staff (Private Practice)	Zip Code	21031
Timezone	US/Eastern	State	Maryland
Salutation	-----	City	Hunt Valley
Suffix		Office Phone	(443) 555-5555
Website	http://www.drchrono.com	Fax	
Home Phone			
Office Phone	(443) 555-5555		
Cell Phone			
Password	Change Password		
drchrono PIN	****		

Mountain Time

Profile	General	Email	Medical Billing	eRx Info	Services	Basic	Billing	Online Schedule
Doctor ID	248094					<p>⚠ Warning: Changing the address of an office affects all previous appointments.</p> <p>Office name (scheduling) <input type="text" value="Mountain Time Office"/> <input type="button" value="Edit"/></p> <p>Facility name <input type="text"/></p> <p>Primary Provider <input type="text" value="James Smith"/> <input type="button" value="Edit"/></p> <p>Country <input type="text" value="UNITED STATES"/> <input type="button" value="Edit"/></p> <p>Address <input type="text" value="225 Schilling Circle"/> <input type="button" value="Edit"/></p> <p>Zip Code <input type="text" value="80526"/> <input type="button" value="Edit"/></p> <p>State <input type="text" value="Colorado"/> <input type="button" value="Edit"/></p> <p>City <input type="text" value="Fort Collins"/> <input type="button" value="Edit"/></p> <p>Office Phone <input type="text"/></p> <p>Fax <input type="text"/></p>		
Practice Group ID	239636							
First Name	<input type="text" value="James"/> <input type="button" value="Edit"/>							
Last Name	<input type="text" value="Smith"/> <input type="button" value="Edit"/>							
Specialty	<input type="text" value="General Practice"/> <input type="button" value="Edit"/>							
Job Title	<input type="text"/> <input type="button" value="Edit"/>							
Timezone	<input type="text" value="US/Mountain"/> <input type="button" value="Edit"/>							
Salutation	<input type="text"/> <input type="button" value="Edit"/>							
Suffix	<input type="text"/>							
Website	<input type="text"/>							
Home Phone	<input type="text"/>							
Office Phone	<input type="text" value="(443) 833-6357"/> <input type="button" value="Edit"/>							
Cell Phone	<input type="text"/>							
Password	<input type="text"/> <input type="button" value="Change Password"/>							
drchrono PIN	<input type="text" value="...."/> <input type="button" value="Edit"/>							

For telehealth appointments across time zones, you can use our partner Nimblr's AI scheduling assistant, Holly. Among its many features, Holly ensures that patients view availability in their own time zone and that appointments are correctly scheduled on the provider's calendar in their time zone. To learn more about adding Holly by Nimblr to your account, [visit their marketplace listing](#).