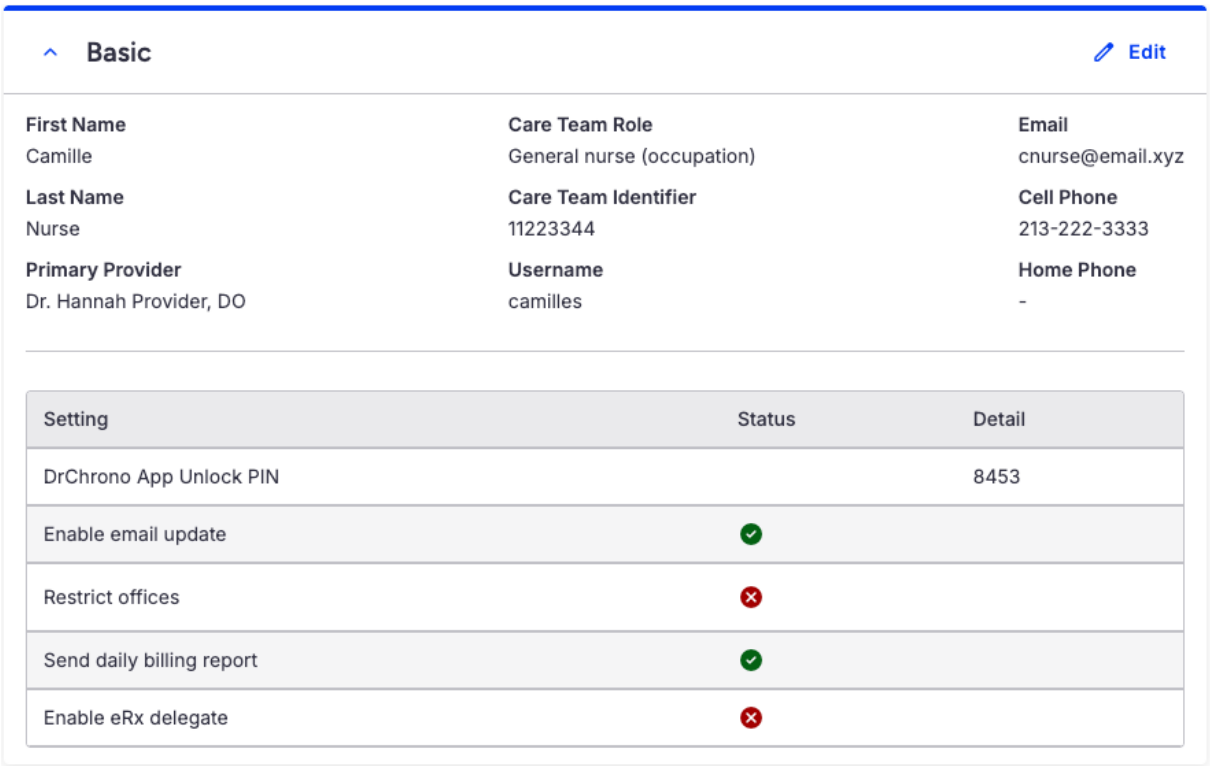
Change the Primary Provider for Staff

Last modified on 09/01/2026 5:45 pm EDT

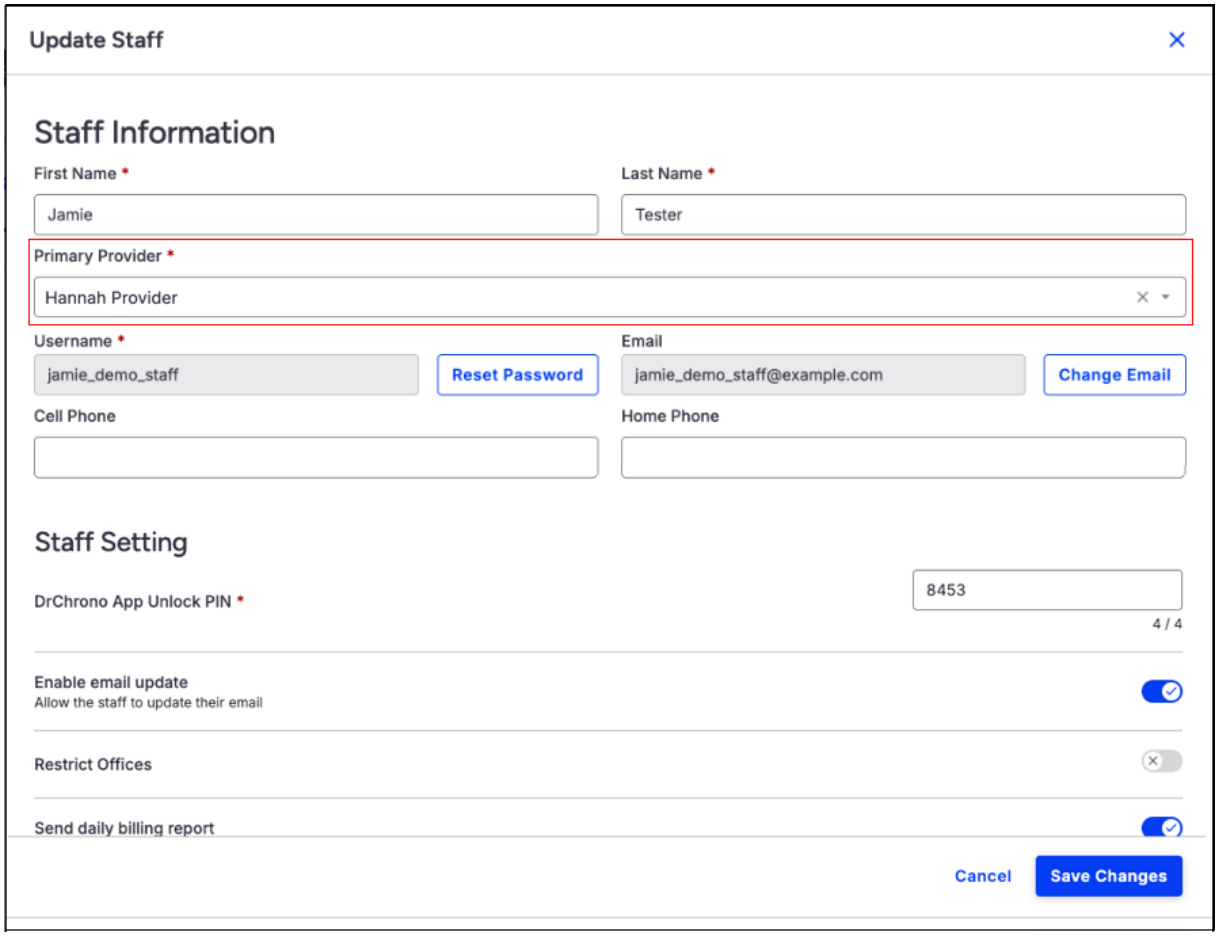
You can change the primary provider assigned to a staff member on the **Staff** page.

Change a staff member's primary provider

1. Select **Account** > **Practice Management** > **General Management** > **Staff**.
2. Select **View** for a specific staff member.
3. Select **Edit** in the **Basic** section to open the **Update Staff** drawer.



4. Select the primary provider and select **Save Changes**.


Update Staff
Staff Information
First Name *
Jamie
Last Name *
Tester
Primary Provider *
Hannah Provider
Username *
jamie_demo_staff
Reset Password
Email
jamie_demo_staff@example.com
Change Email
Cell Phone
Home Phone
Staff Setting
DrChrono App Unlock PIN *
8453
4 / 4
Enable email update
Allow the staff to update their email
Restrict Offices
Send daily billing report
Cancel
Save Changes