

# Change the Primary Provider for Staff

Last modified on 06/16/2026 7:49 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.

^ **Basic** → Edit

<b>First Name</b> Camille	<b>Care Team Role</b> General nurse (occupation)	<b>Email</b> cnurse@email.xyz
<b>Last Name</b> Nurse	<b>Care Team Identifier</b> -	<b>Cell Phone</b> 111-222-3333
<b>Primary Provider</b> Hannah Provider	<b>Username</b> camilles	<b>Home Phone</b> -

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Setting	Status	Detail
DrChrono App Unlock PIN		8453
Enable email update	✓	
Restrict offices	✗	
Send daily billing report	✓	

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

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Enable email update

Allow the staff to update their email



Restrict Offices



Send daily billing report



Cancel

Save Changes