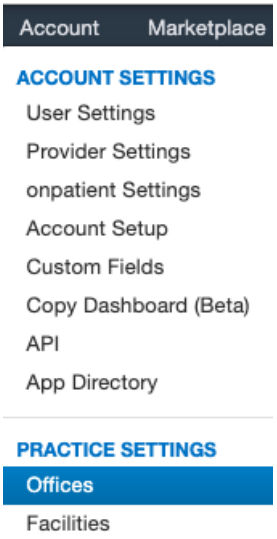
Setting Your Office Hours

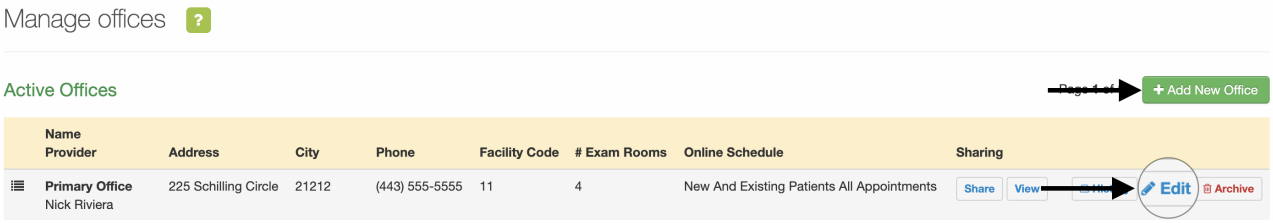
07/08/2024 7:38 pm EDT

DrChrono allows you to have multiple offices within the platform. In addition, you are also able to customize your office opening and closing times for each of your office locations.

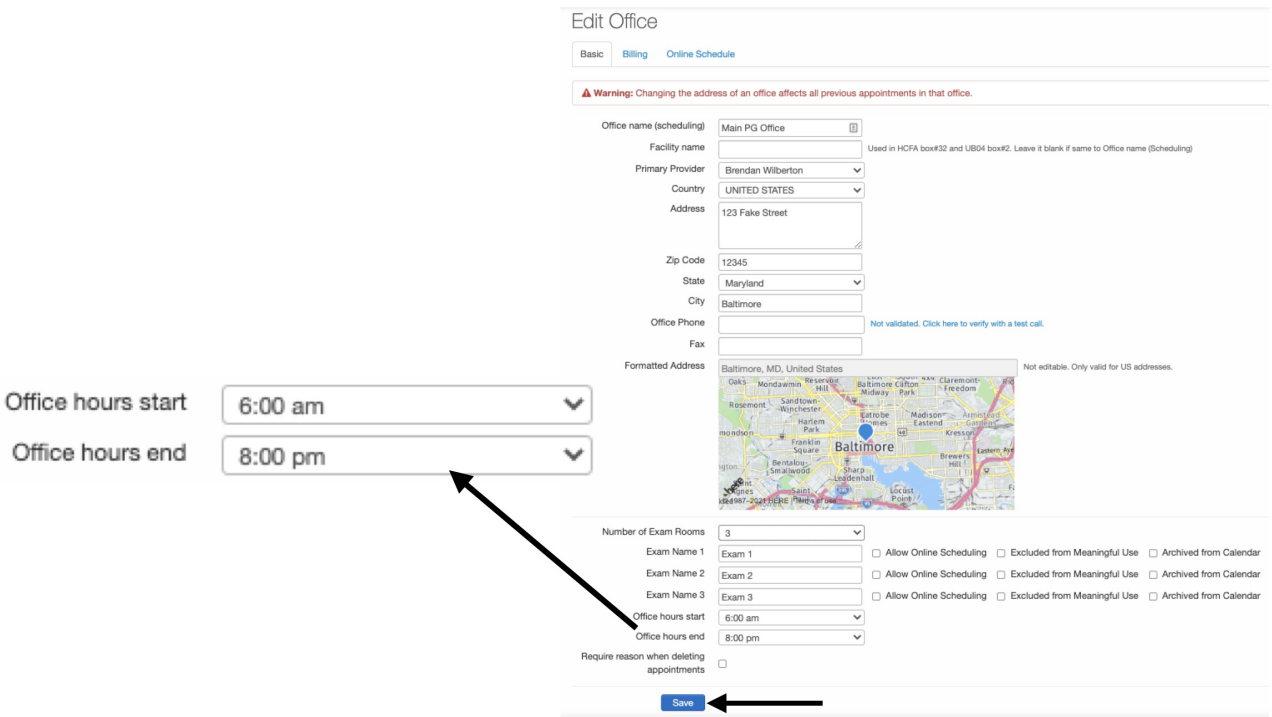
1. Go to **Account** > **Offices**.



2. Select **Edit** next to the office you would like to edit or you can select **+Add New Office to** create a new office.



3. Scroll down and select the start and end times for your office hours and **Save**.


Edit Office
Basic
Billing
Online Schedule
Warning: Changing the address of an office affects all previous appointments in that office.
Office name (scheduling)
Main PG Office
Facility name
Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Primary Provider
Brendan Wilberton
Country
UNITED STATES
Address
123 Fake Street
Zip Code
12345
State
Maryland
City
Baltimore
Office Phone
Not validated. Click here to verify with a test call.
Fax
Formatted Address
Baltimore, MD, United States
Not editable. Only valid for US addresses.
Baltimore
Number of Exam Rooms
3
Exam Name 1
Exam 1
Exam Name 2
Exam 2
Exam Name 3
Exam 3
Allow Online Scheduling
Excluded from Meaningful Use
Archived from Calendar
Office hours start
6:00 am
Office hours end
8:00 pm
Require reason when deleting appointments
Save

Office hours start
6:00 am

Office hours end
8:00 pm