How do I add/edit exam rooms in an office?
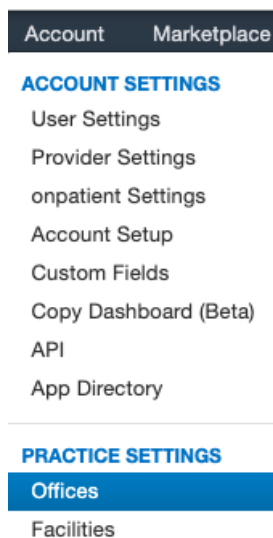
07/08/2024 7:41 pm EDT

DrChrono gives you the ability to configure and customize your office's exam setup through the following functions:

- Adding exam rooms
- Removing exam rooms
- Naming/renaming exam rooms
- Setting office hours for exam rooms
- Archive (remove) from scheduling calendar
- Enable/disable online scheduling capabilities
- Include/exclude exam rooms from Meaningful Use

In order to add/edit exam rooms, you need to navigate to your office editor page.

Navigation

To reach your office editor, mouse over **Account** on your navigation bar and select **Offices**.

When you select Offices', the office manager will appear. Here you'll see a list of your offices. Select **Edit** to the right of an office to configure that office's exam rooms.

To change your exam room setup, select the **Basic** tab if it is not already selected.
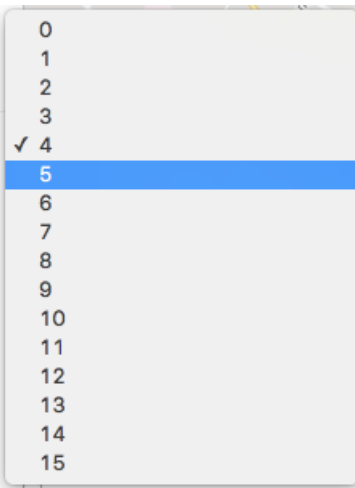
Edit Office

Basic   Billing   Online Schedule

Toward the bottom of the page, you'll reach a section that contains all your exam room settings.

Making Changes

To add or remove an exam room, select the **Number of Exam Rooms** drop-down menu and select the number of desired exam rooms for this office.

To name or rename the exam room, type the exam room name in the text box next to the corresponding office number.

Select the **Save** button at the bottom of the page when complete.