

Archive or Update Offices

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Archive an office | Update an office

Practice groups change over time, and you must update your EHR to reflect those changes—for example, when you move to a new location. When you remove a provider from a practice group, the office remains in the system. If an office is listed under that provider's name, update the provider and/or office name, or archive the office if you no longer need it.



When you archive an office, all appointments associated with that office are also archived. If you'd like to keep those appointments active, transfer them to another office before archiving. Archiving is not permanent—you can undo it at any time to restore the office and its appointments.

Archive an office

You can archive an office on the **Manage Offices** page.

1. Select **Account > Offices**.

You see a list of your active offices, their locations, phone numbers, facility codes, number of exam rooms, and online schedule settings.

2. Select **Archive**.

Manage offices									
Active Offices									
Page 1 of 1 + Add New Office									
Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing	Telehealth Enabled	
Primary Office Heather Provider	123 Main St	Anywhere	+1 213-555-5555	11	4	New And Existing Patients All Appointments	Share View	<input checked="" type="checkbox"/> ON	History Edit Archive
West Office Heather Provider	123 West Main St	Anywhere	+1 303-555-5555	11	4	None	Share View	<input type="checkbox"/> OFF	History Edit Archive

Your archived offices appear below under **Archived Offices**. To restore an office, select **Unarchive**. Any existing appointments associated with an archived office will be unarchived when the office is restored.

Archived Offices						
Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	
West Office	123 West Main St	Anywhere	+1 303-555-5555	11	4	History Unarchive

Update an office

On the **Edit Office** page, you can update office details like the name, primary provider, address, number of exam rooms, and operating hours.

1. Select **Edit** to the right of the office you want to edit.

2. Select **Save** at the bottom of the page.

Primary Provider for Office: Heather Provider

Edit Office

Basic

Billing

Online Schedule

Providers

eRx

Warning: Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)

Primary Office

Facility name

Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)

Primary Provider

Heather Provider

Country

UNITED STATES

Address

123 Main St

Zip Code

90010

State

California

Canadian postal code

Canadian province

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City

Anywhere

Office Phone

+1 213-555-5555

Not validated. [Click here to verify with a test call.](#)

Fax

Formatted Address

Not editable. Only valid for US addresses.

Number of Exam Rooms

4

Exam Name 1

Exam 1

☐ Allow Online Scheduling

☐ Excluded from Meaningful Use

☐ Archived from Calendar

Exam Name 2

Exam 2

☐ Allow Online Scheduling

☐ Excluded from Meaningful Use

☐ Archived from Calendar

Exam Name 3

Exam 3

☐ Allow Online Scheduling

☐ Excluded from Meaningful Use

☐ Archived from Calendar

Exam Name 4

Exam 4

☐ Allow Online Scheduling

☐ Excluded from Meaningful Use

☐ Archived from Calendar

Office hours start

9:00 am

Office hours end

5:00 pm

Require reason when deleting appointments

☐

Save