

# 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**.

Active Offices								
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	<a href="#">Share</a> <a href="#">View</a> <input checked="" type="checkbox"/> ON	<a href="#">History</a> <a href="#">Edit</a> <a href="#">Archive</a>
West Office Heather Provider	123 West Main St	Anywhere	+1 303-555-5555	11	4	None	<a href="#">Share</a> <a href="#">View</a> <input type="checkbox"/> OFF	<a href="#">History</a> <a href="#">Edit</a> <a href="#">Archive</a>

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	<a href="#">History</a> <a href="#">Unarchive</a>

## 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	Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Facility name		
Primary Provider	Heather Provider	
Country	UNITED STATES	
Address	123 Main St	
Zip Code	90010	
State	California	
Canadian postal code		
Canadian province	--	
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	<input type="checkbox"/> Allow Online Scheduling <input type="checkbox"/> Excluded from Meaningful Use <input type="checkbox"/> Archived from Calendar
Exam Name 2	Exam 2	<input type="checkbox"/> Allow Online Scheduling <input type="checkbox"/> Excluded from Meaningful Use <input type="checkbox"/> Archived from Calendar
Exam Name 3	Exam 3	<input type="checkbox"/> Allow Online Scheduling <input type="checkbox"/> Excluded from Meaningful Use <input type="checkbox"/> Archived from Calendar
Exam Name 4	Exam 4	<input type="checkbox"/> Allow Online Scheduling <input type="checkbox"/> Excluded from Meaningful Use <input type="checkbox"/> Archived from Calendar
Office hours start	9:00 am	
Office hours end	5:00 pm	
Require reason when deleting appointments	<input type="checkbox"/>	
<b>Save</b>		