

Create Offices

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You can create and set up offices from the General Management **Offices** page. On the initial page, enter the basic office details, including the office name, address, phone number, office hours, and exam room information. This is the minimum information required to create an office.

For additional setup for work schedules, billing, online scheduling, providers, and eRx, refer to [Edit Offices](#).

Create an office

1. Select **Account > Practice Management > General Management > Offices**.
2. Select **Add Office** to open the **Add Office** side panel.

The screenshot displays the 'Offices' management interface. On the left is a navigation sidebar with options: Offices, Facilities, Providers, Staff, Groups, Roles & Permissions, and Dashboards. The main content area is titled 'Offices' and includes a search bar, a status indicator for 'Active' (2) and 'Archived' (0), and a table of office records.

Office	Facility Code	Exam Room	Telehealth	Online Schedule	Action
Primary Office 123 Main St, Anywhere, CA 90010 Hannah Provider +1 213-555-5555	11 - Office	4 rooms	<input checked="" type="checkbox"/>	New and existing patients all appointments	View ...
West Office 123 West Main St, Anywhere, CA 90010 Hannah Provider +1 303-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None	View ...

Showing 2 of 2 records You have reached the end.

3. Enter the office name, select the primary provider, and complete the office information.



The scheduling process always uses the provider selected in the provider dropdown, taking precedence over the primary provider set in **Offices**. For example, if Dr. A is selected in the dropdown, Dr. A will appear throughout the scheduling process—even if Dr. B is listed as the primary provider in **Offices**.

- **Primary Provider:** The primary provider is the provider listed on the appointment when booked through the scheduling widget during online scheduling.
- **Facility Name:** The facility name appears in HCFA box 32 and UB-04 box 2. If left blank, the office name appears in those form boxes.
- **Office Phone:** Select **Validate** to validate the office phone number. The office phone number appears as the call-back number in text and email reminders.

Add Office
✕

Office Information

Office Name *

Primary Provider *

Country

Address

City State ZIP Code

Office Phone Fax

Facility Name

Used in HCFA box 32 and UB04 box 2. Leave it blank if the same as the office name.

4. Set the office hours.

5. Enter the number of exam rooms and exam room names, and select the optional checkboxes.

- **Allow online scheduling:** Enables online scheduling for this exam room (through OnPatient or the scheduling widget). When patients schedule appointments, they show up in DrChrono. To learn how to edit online scheduling settings, refer to [Manage Offices](#).
- **Exclude from meaningful use:** Excludes this exam room from meaningful use.
- **Archive from calendar:** Archives this exam room from the calendar.

6. Select **Add Office**.

Add Office ✕

Used in HCFA box 32 and UB04 box 2. Leave it blank if the same as the office name.

Office Setting

Require reason when deleting appointments

Office Hours

From * To *

Exam Room

Number of Exam Rooms *

Exam Room 1 *

Allow online scheduling Exclude from meaningful use Archive from calendar

Exam Room 2 *

Allow online scheduling Exclude from meaningful use Archive from calendar

Exam Room 3 *

Allow online scheduling Exclude from meaningful use Archive from calendar

Exam Room 4 *

Allow online scheduling Exclude from meaningful use Archive from calendar

[Cancel](#) [Add Office](#)

The newly set-up office appears in the office list.

Practice Management		General Management	Patient Chart Settings	Tag Management																								
<ul style="list-style-type: none"> Offices Facilities Providers Staff Groups Roles & Permissions Dashboards 	<table border="1"> <thead> <tr> <th>Office</th> <th>Facility Code</th> <th>Exam Room</th> <th>Telehealth</th> <th>Online Schedule</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td> Primary Office 123 Anywhere St, Anywhere, CA 00000 Hannah Provider +1 213-555-5555 </td> <td>11 - Office</td> <td>4 rooms</td> <td><input checked="" type="checkbox"/></td> <td>New and existing patients all appointments</td> <td>View ...</td> </tr> <tr> <td> North Office 123 North Anywhere St, Anycity, CO 00000 Hannah Provider +1 720-555-5555 </td> <td>11 - Office</td> <td>4 rooms</td> <td><input type="checkbox"/></td> <td>None but visible to patients</td> <td>View ...</td> </tr> <tr> <td> West Office 123 West Anywhere St, Anywhere, CO 00000 Hannah Provider +1 303-555-5555 </td> <td>11 - Office</td> <td>4 rooms</td> <td><input type="checkbox"/></td> <td>None</td> <td>View ...</td> </tr> </tbody> </table>				Office	Facility Code	Exam Room	Telehealth	Online Schedule	Action	Primary Office 123 Anywhere St, Anywhere, CA 00000 Hannah Provider +1 213-555-5555	11 - Office	4 rooms	<input checked="" type="checkbox"/>	New and existing patients all appointments	View ...	North Office 123 North Anywhere St, Anycity, CO 00000 Hannah Provider +1 720-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None but visible to patients	View ...	West Office 123 West Anywhere St, Anywhere, CO 00000 Hannah Provider +1 303-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None	View ...
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