

# Create Offices

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You can create and set up offices from the **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 related articles on additional office setup for work schedules, billing, and online scheduling, see [Related articles](#).

## 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 like 'Offices', 'Facilities', 'Providers', 'Staff', 'Groups', 'Roles & Permissions', and 'Dashboards'. The main area shows a table of existing offices. At the top right, there is an 'Add Office' button. Below the table, it indicates 'Showing 2 of 2 records' and 'You have reached the end.'

Office	Facility Code	Exam Room	Telehealth	Online Schedule	Action
<b>Primary Office</b> 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	<a href="#">View</a> <a href="#">...</a>
<b>West Office</b> 123 West Main St, Anywhere, CA 90010 Hannah Provider   +1 303-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None	<a href="#">View</a> <a href="#">...</a>

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**
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**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 [Set Up the Office Online Schedule](#).
- **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 \*

9:00 am 5:00 pm

**Exam Room**

Number of Exam Rooms \*

4

**Exam Room 1 \***

Exam Room 1  Allow online scheduling  Exclude from meaningful use  Archive from calendar

**Exam Room 2 \***

Exam Room 2  Allow online scheduling  Exclude from meaningful use  Archive from calendar

**Exam Room 3 \***

Exam Room 3  Allow online scheduling  Exclude from meaningful use  Archive from calendar

**Exam Room 4 \***

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.

## Related articles

- [Edit Basic Office Information](#)
- [Edit the Office Work Schedule](#)
- [Edit the Office Billing Information](#)
- [Set Up the Office Online Schedule](#)