

Edit Basic Office Information

Last modified on 05/21/2026 11:32 am EDT

Edit an office's basic information | Reorder offices

You can update office details, including the office name, address, phone number, and exam room information, and change the primary provider assigned to an office, in the **Basic** section of the **Offices** page.

For practice groups with multiple office locations, search by office name to narrow your list.

Edit an office's basic information

1. Select **Account > Practice Management > General Management > Offices**.
2. Select **View** for a specific office to open the **Basic** section for that office.

Offices Add Office

Active 2 Archived 1

Search by office name

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 ⋮
West Office 📍 123 West Anywhere St, Anywhere, CO 00000 👤 Hannah Provider 📞 +1 303-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None	View ⋮

2. Select **Edit** to open the **Edit Office** side panel.

^ **Basic**
→ Edit

Office Name Primary Office	Office Phone +1 213-555-5555	Facility Name None
Primary Provider Hannah Provider	Fax -	Office Setting ✘ Require reason when deleting appointments

Address
123 Anywhere St, Anywhere, CA 00000

Exam Room	Allow online scheduling	Exclude from meaningful use	Archive from calendar
Exam 1	✔	✘	✘
Exam 2	✘	✘	✘
Exam 3	✘	✘	✘
Exam 4	✘	✘	✘

3. Make your changes and select **Save Changes**.

Edit Office
✕

Office Information

⚠ Changing the address of an office affects all previous appointment in that office.

Office Name *

Primary Provider *

Country *

Address *

City *

State *

ZIP Code *

Office Phone ⓘ

Validate

Fax











Facility Name

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

Cancel
Save Changes

Reorder offices

Hover over the drag dots icon ⋮ (the cursor changes to a grab cursor) and then drag and drop to reorder the office list.

Office	Facility Code	Exam Room	Telehealth	Online Schedule	Action
 <p>  Primary Office  123 Anywhere St, Anywhere, CA 00000  Hannah Provider  +1 213-555-5555 </p>	11 - Office	4 rooms	<input checked="" type="checkbox"/>	New and existing patients all appointments	View 
<p>  North Office  123 North Anywhere St, Anycity, CO 00000  Hannah Provider  720-555-5555 </p>	11 - Office	4 rooms	<input type="checkbox"/>	None but visible to patients	View 