Edit Basic Office Information

Last modified on 09/01/2026 2:06 pm EDT

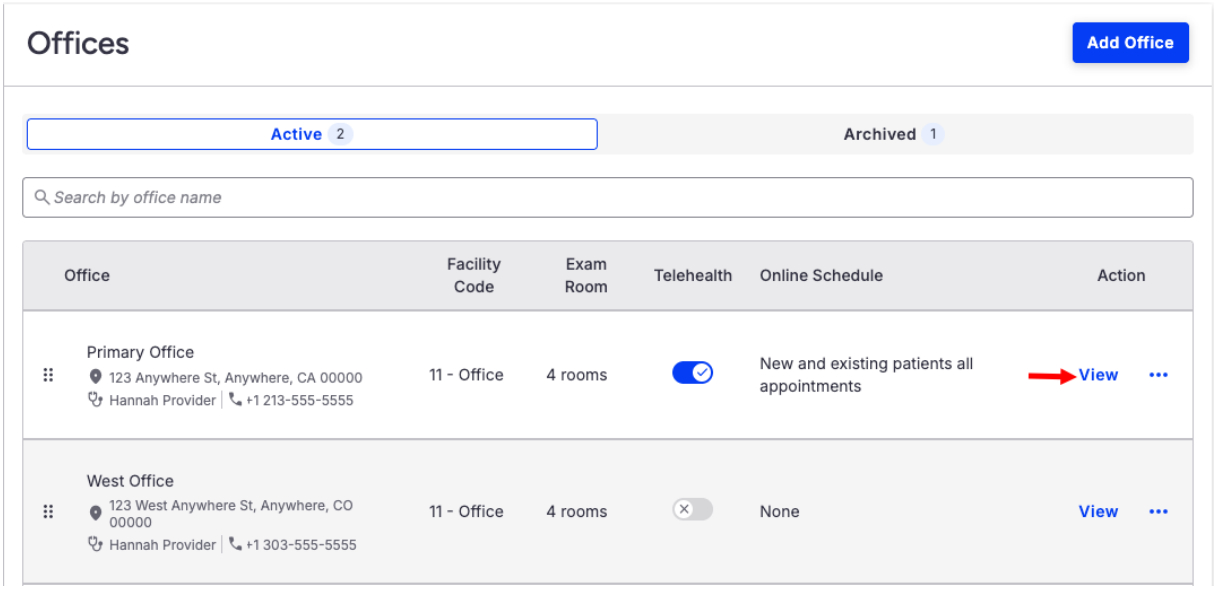
Edit an office's basic information | Reorder offices

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.

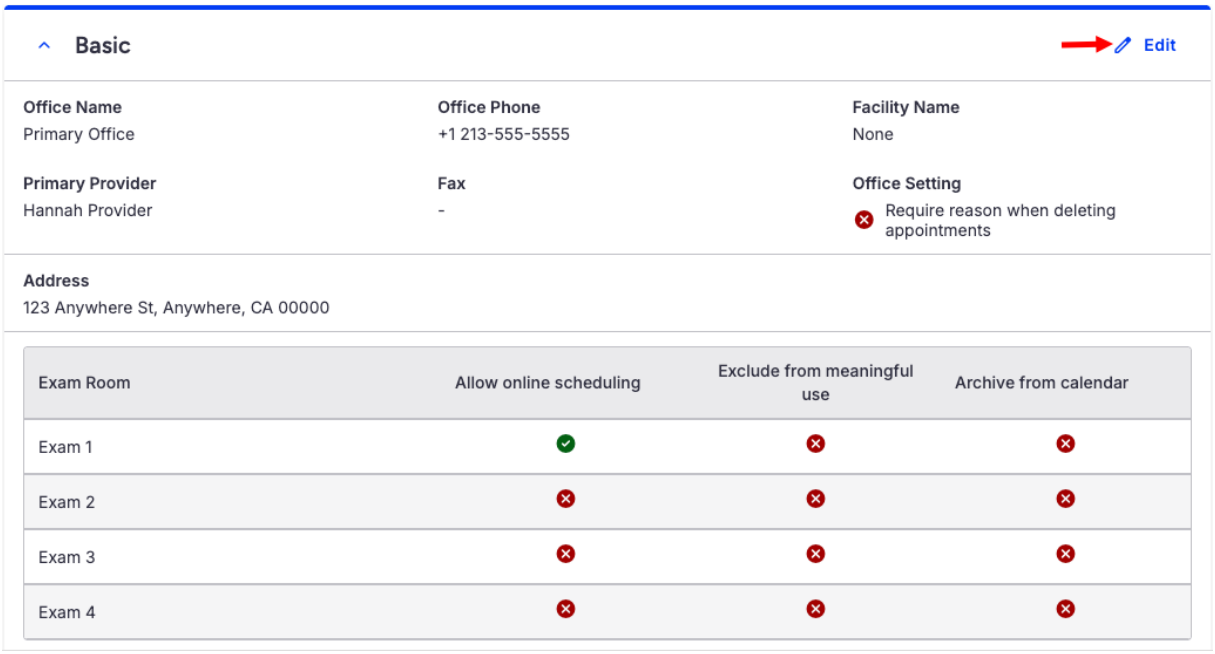
> For practice groups with multiple office locations, search by office name to narrow your list.

Edit an office's basic information

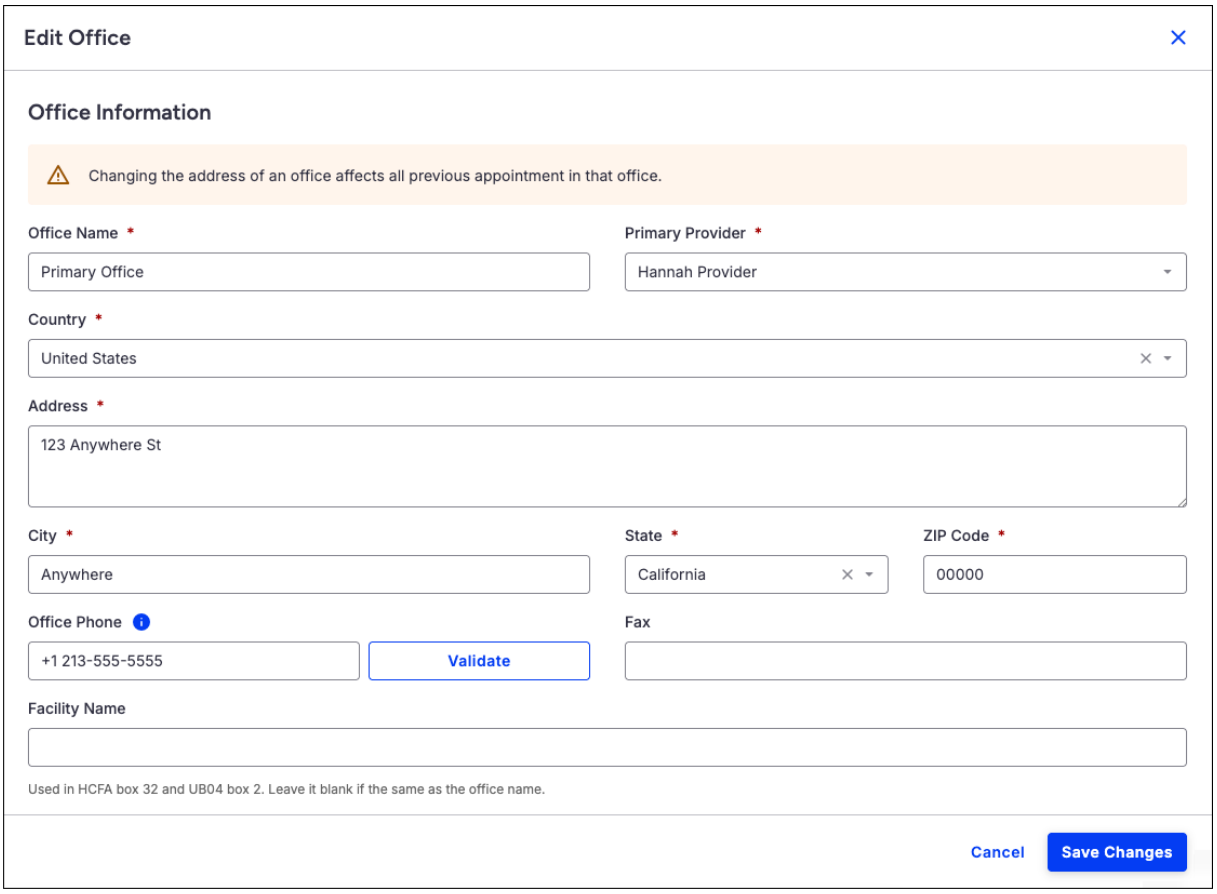
1. Select **Account** > **Practice Management** > **General Management** > **Offices**.
2. Select **View** for a specific office to open the **Basic** section for that office.



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



3. Make your changes and select **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
Primary Office 123 Anywhere St, Anywhere, CA 00000 Hannah Provider | +1 213-555-5555	11 - Office	4 rooms		New and existing patients all appointments	View •••
North Office 123 North Anywhere St, Anycity, CO 00000 Hannah Provider | 720-555-5555	11 - Office	4 rooms		None but visible to patients	View •••