Edit Basic Office Information

Last modified on 11/06/2026 7:25 pm EST

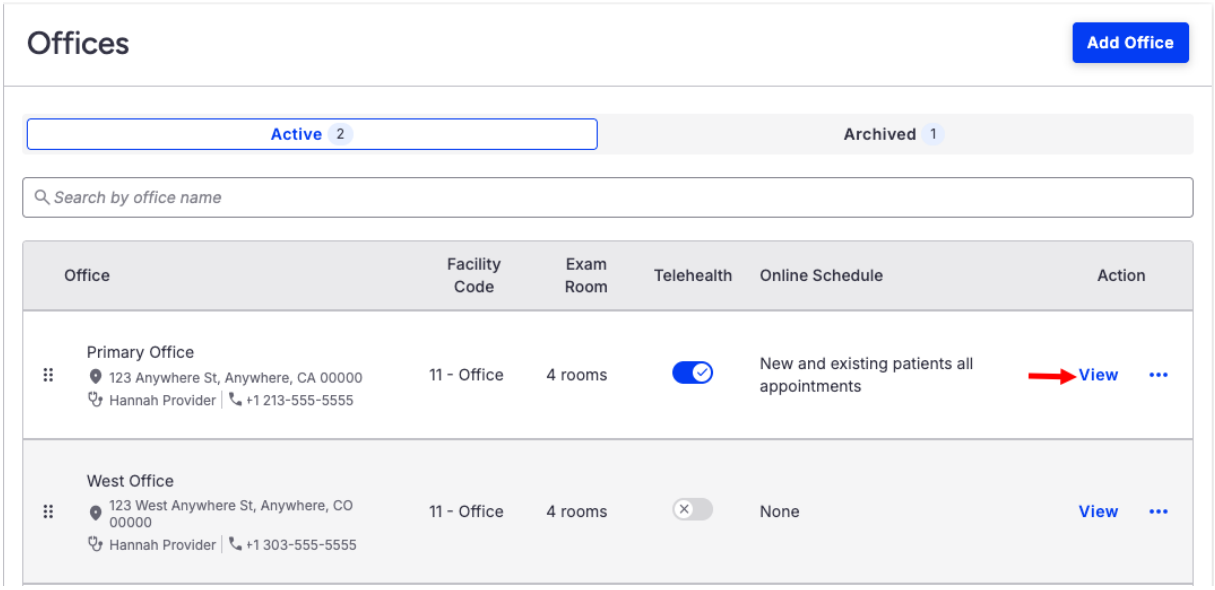
Edit an office's basic information | Reorder offices

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

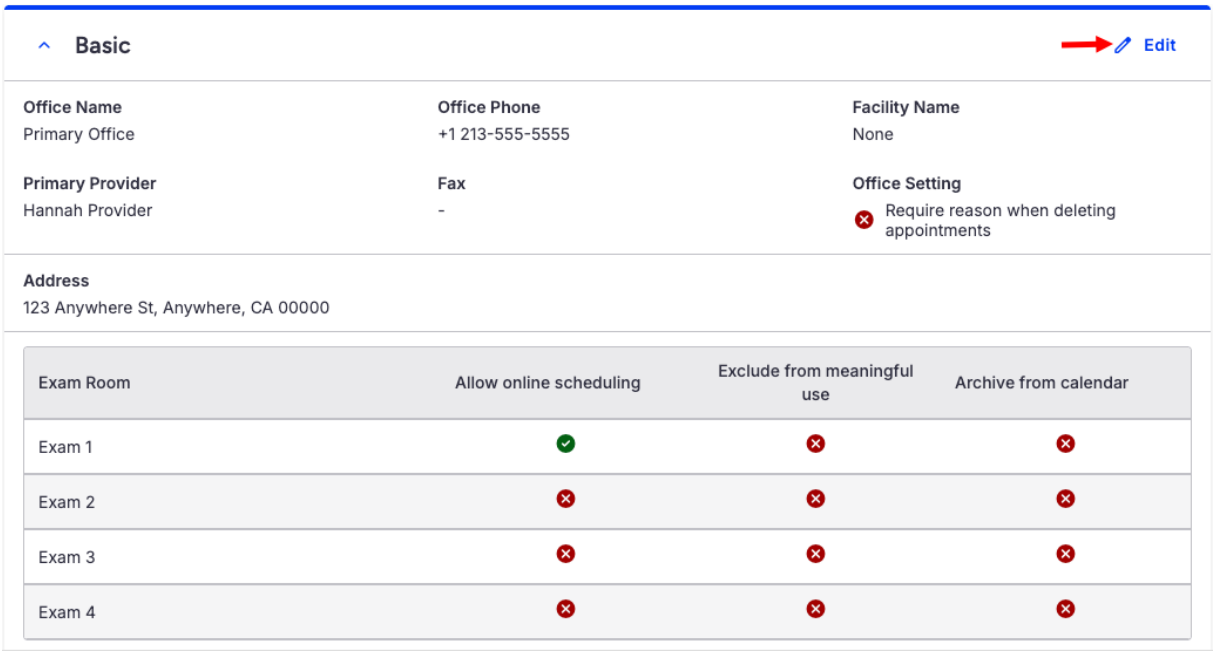
For practice groups with multiple office locations, search by office name to narrow your list.

Edit an office's basic information

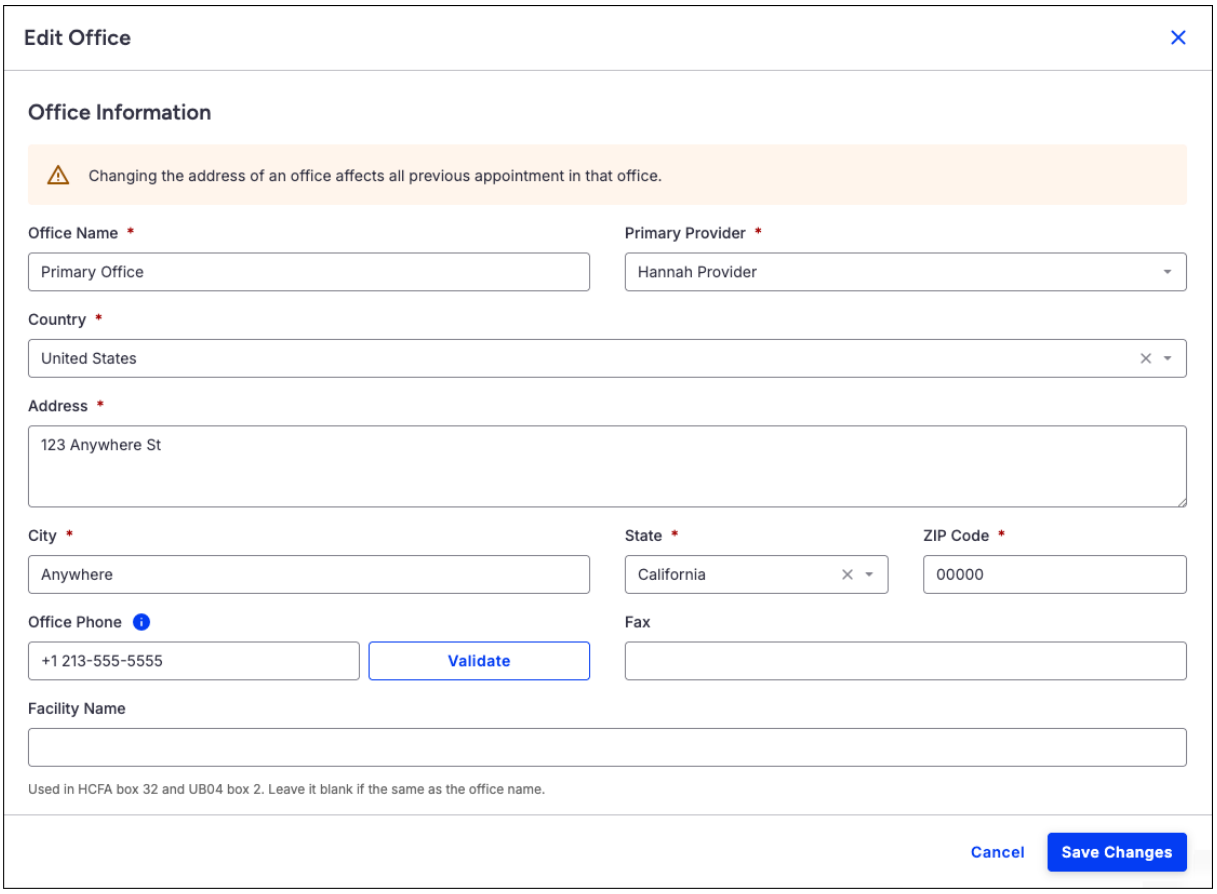
1. Select **Account** > **Practice Management** > **General Management** > **Offices**.
2. Select **View** for a specific office to open the **Basic** section for that office.



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

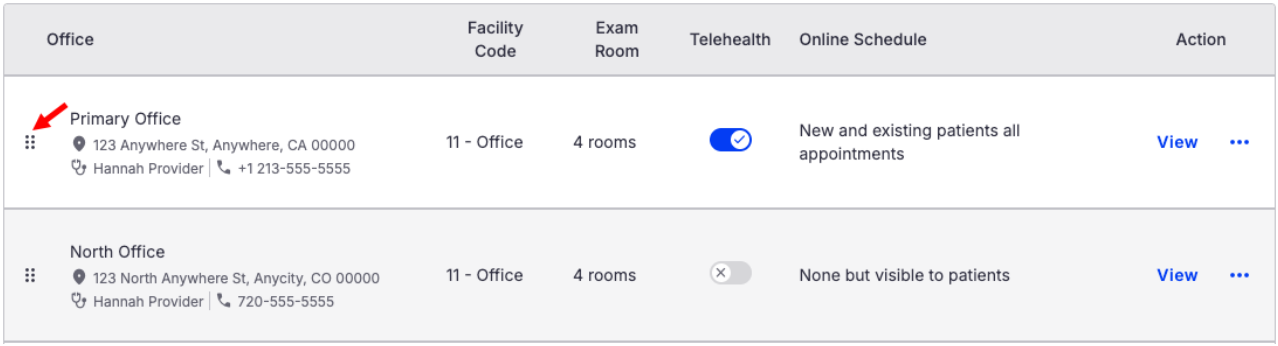


3. Make your changes and select **Save Changes**.



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.



If you have more than 25 offices, they are shown on multiple pages. Scroll down the list and select **Load More** to load the additional offices.