

Edit the Office Work Schedule

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You can edit the providers assigned to an office and change the office hours in the **Work Schedule** section of the **Offices** page.

Edit the providers in the office | Change office hours

Edit the providers in the office

When you create an office, it is automatically assigned to all providers in the practice group. You can remove or add a previously removed provider from the office.

1. Select **Account > Practice Management > General Management > Offices**.
2. Select **View** for a specific office and scroll down to **Work Schedule**.
3. Select **Assign to Providers**.
4. Edit the providers and select **Assign**.

The screenshot shows a user interface for editing an office's work schedule. At the top, there is a header bar with a dropdown menu labeled 'Work Schedule' and two buttons: 'Assign to Providers' (with a red arrow icon) and 'Edit' (with a pencil icon). Below this, a modal dialog box titled 'Assign to Providers' is open. The dialog contains the text 'Add this office's work schedule to the selected providers.' and a section labeled 'Providers' with a red asterisk. A note below the label states 'Primary Provider is not visible here and can be updated from Basic Info section.' There is a search input field containing 'Hannah Provider' with a close button (X) and a dropdown arrow. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Assign'.

Change office hours

1. Select **Account > Practice Management > General Management > Offices**.
2. Select **View** for a specific office and scroll down to **Work Schedule**.
3. Select **Edit** to open the **Edit Office Hours** side panel.
4. Make your changes and select **Save Changes**.

Edit Office Hours



Office Hours

From *

06:00 AM



To *

04:00 PM



Cancel

Save Changes