




# Edit the Provider's Work Schedule

Last modified on 05/15/2026 6:37 pm EDT

You can edit a provider's work schedule on the **Providers** page.


## Edit a provider's work schedule

1. Select **Account > Practice Management > General Management > Providers**.
2. Select **View**.

Provider	Plan Type	2-Factor Auth	Action
<b>Hannah Provider</b> <span>Provider (System)</span> Username: hprovider   Email: hprovider@email.xyz Provider Type: No Second Clinical Signature Required	Employee		 <a href="#">View</a>
<b>Miguel Provider</b> <span>Custom</span> Username: mprovider   Email: mprovider@email.xyz Provider Type: No Second Clinical Signature Required	Hippocrates		<a href="#">View</a>

Showing 2 of 2 records You have reached the end.

3. Select **Edit** to open the **Edit Office Schedule** drawer.

**Work Schedule**  [Edit](#)

---

**Work Location**  
West Office | 123 West St, Anywhere, CA 99999

---

**Time Zone**  
(GMT-7:00) US - Pacific

4. Add or remove offices from the provider's availability from the **Office** menu, and select **Save Changes**.



If an office is removed as a work location, the provider can still view that office in their **Calendar** and reports. However, the provider will no longer appear as available for scheduling at that office, including through OnPatient, eliminating the need to block off the provider's entire day.

### Edit Office Schedule ✕

**Work Location**

Select offices to set up provider work location.

**Office**

West Office ✕
✕ ▾

East Office

West Office

This is the time zone configured by the provider in their account settings.

(GMT-7:00) US - Pacific

Cancel Save Changes

## View a provider's work location and time zone

Do one of the following to view the provider's work locations and their time zone.

- Select the down chevron icon ▾.

Provider	Plan Type <span style="font-size: 0.8em;">↑↓</span>	2-Factor Auth	Action
<p><b>Hannah Provider</b> <span style="font-size: 0.8em; border: 1px solid #ccc; padding: 1px 5px;">Provider (System)</span></p> <p><span style="font-size: 0.8em;">⋮</span> <span style="font-size: 0.8em;">^</span> Username: hprovider   Email: hprovider@email.xyz</p> <p style="font-size: 0.8em;">Provider Type: No Second Clinical Signature Required</p> <p><b>Work Location</b></p> <p>West Office   123 West St, Anywhere, CA 99999</p> <p><b>Timezone</b></p> <p>(GMT-7:00) US - Pacific</p>	Employee	✕	<a href="#" style="color: #007bff;">View</a>

- Select **View** to open the **Work Schedule** section.

^ **Work Schedule** ✎ Edit

**Work Location**

West Office | 123 West St, Anywhere, CA 99999

**Time Zone**

(GMT-7:00) US - Pacific