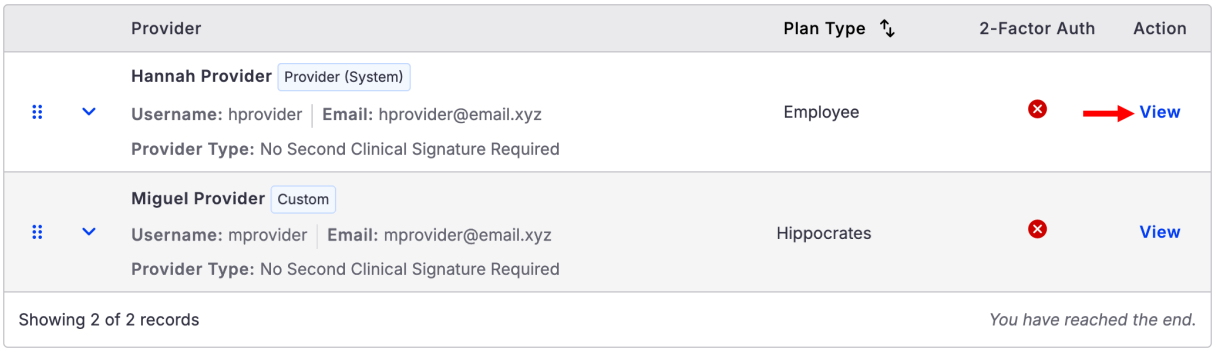
Edit the Provider's Work Schedule

Last modified on 07/01/2026 6:15 pm EDT

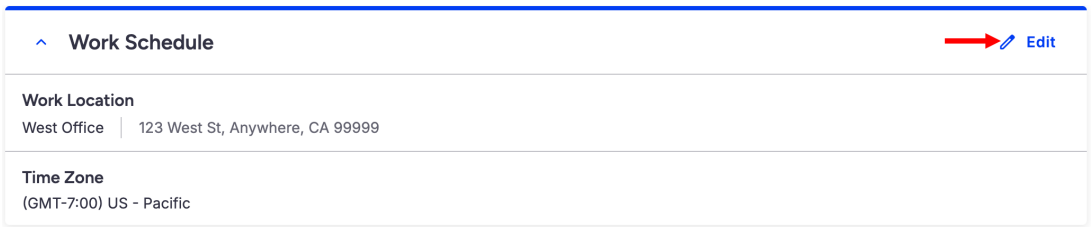
You can edit a provider's work schedule on the **Providers** page.

Edit a provider's work schedule

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

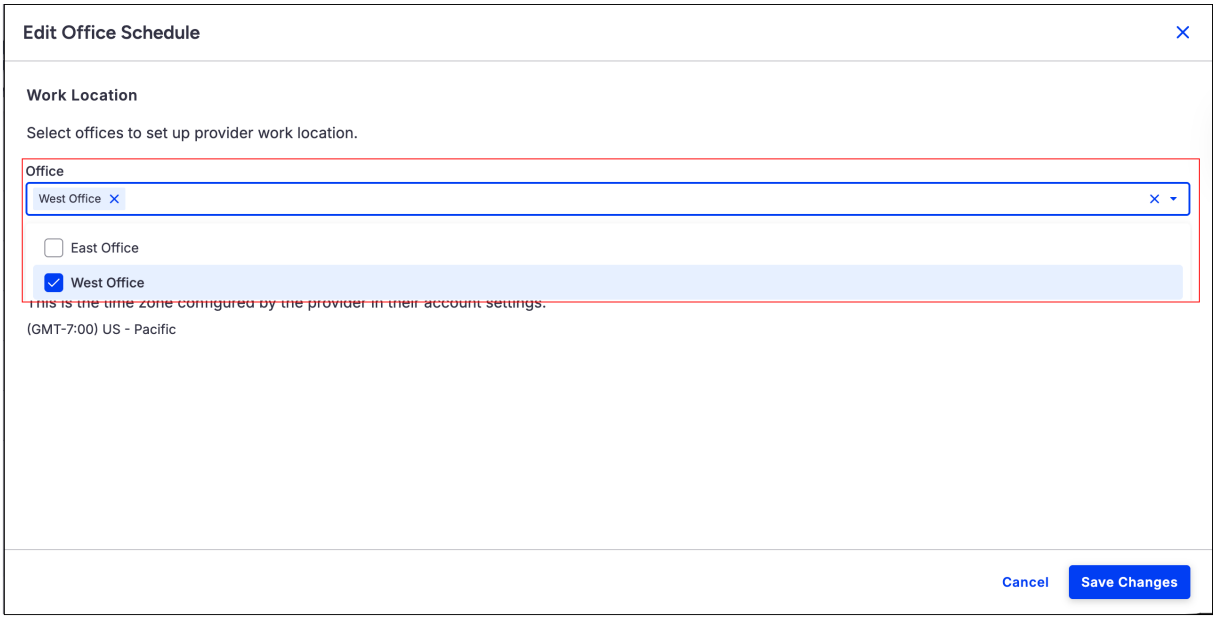


3. Select **Edit** to open the **Edit Office Schedule** drawer.



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

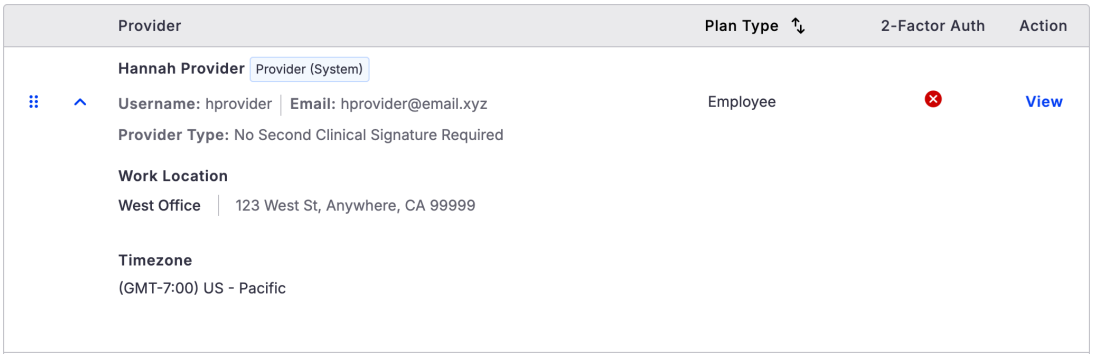
> If an office is removed as a work location, the provider can still view that office in their **Calendar** and reports. However, the provider will no longer appear as available for scheduling at that office, including through OnPatient, eliminating the need to block off the provider's entire day.
>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



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 .



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

