

Edit Staff

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You can update the staff member's basic information, change their assigned primary provider, and settings from the **Basic** section of the **Staff** page.

Edit a staff member's basic information

1. Select **Account > Practice Management > General Management > Staff**.
2. Select **View** for a specific staff member.

Staff	2-Factor Auth	Action
Camille Nurse <small>Nurse (System)</small> Username: camilles Email: cnurse@email.xyz Cell Phone: 111-222-3333 Primary Provider: Hannah Provider		View Deactivate
Marcus Staff <small>Nurse (System)</small> Username: marcusstaff Email: mstaff@email.xyz Primary Provider: Hannah Provider		View Deactivate
Showing 2 of 2 records		<i>You have reached the end.</i>

3. Select **Edit** in the **Basic** section to open the **Update Staff** drawer.

Basic Edit		
First Name Camille	Care Team Role General nurse (occupation)	Email cnurse@email.xyz
Last Name Nurse	Care Team Identifier -	Cell Phone 111-222-3333
Primary Provider Hannah Provider	Username camilles	Home Phone -
Setting	Status	Detail
DrChrono App Unlock PIN		8453
Enable email update		
Restrict offices		
Send daily billing report		

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

Update Staff



Staff Information

First Name *

Jamie

Last Name *

Tester

Primary Provider *

Employee13 Tests, Jr.

Username *

jamie_demo_staff

Reset Password

Email

jamie_demo_staff@example.com

Change Email

Cell Phone

Home Phone

Staff Setting

DrChrono App Unlock PIN *

8453

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Enable email update

Allow the staff to update their email



Restrict Offices



Send daily billing report



Cancel

Save Changes