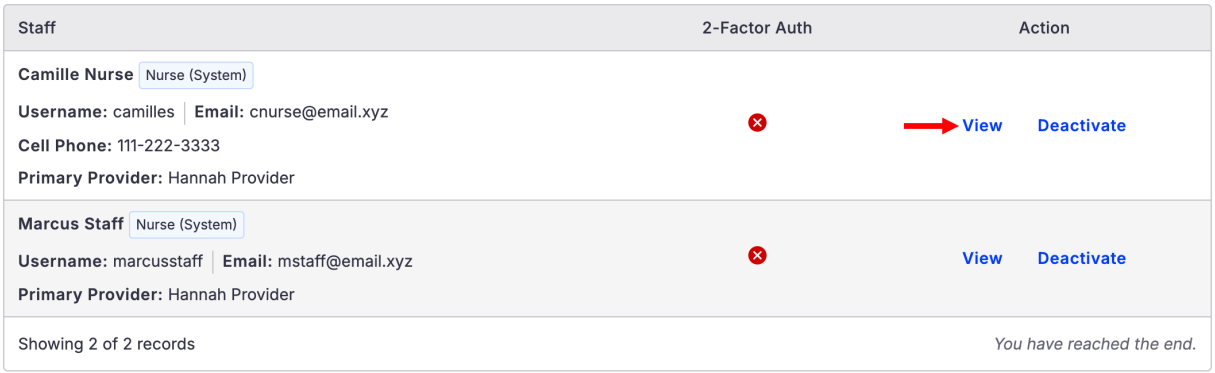
Edit Staff

Last modified on 09/01/2026 7:49 pm EDT

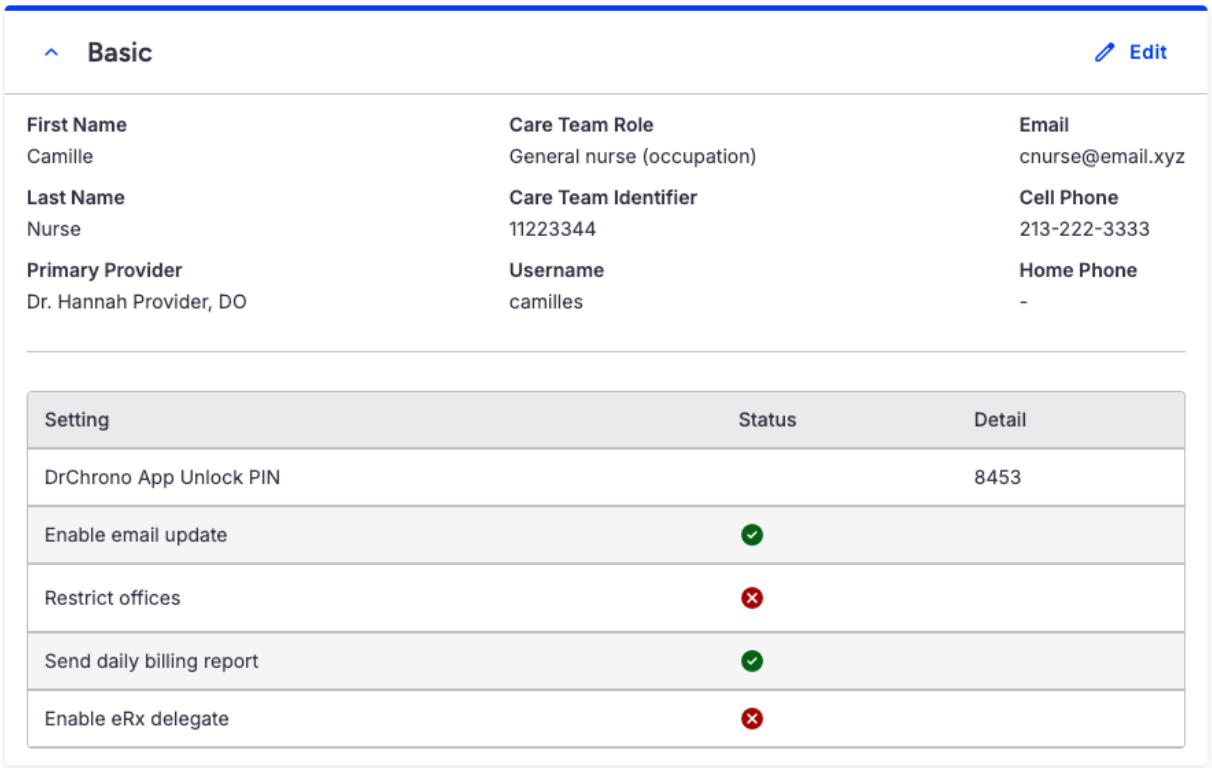
You can update the staff member's basic information, change their assigned primary provider, and settings from the **Basic** section of the **Staff** page.

Edit a staff member's basic information

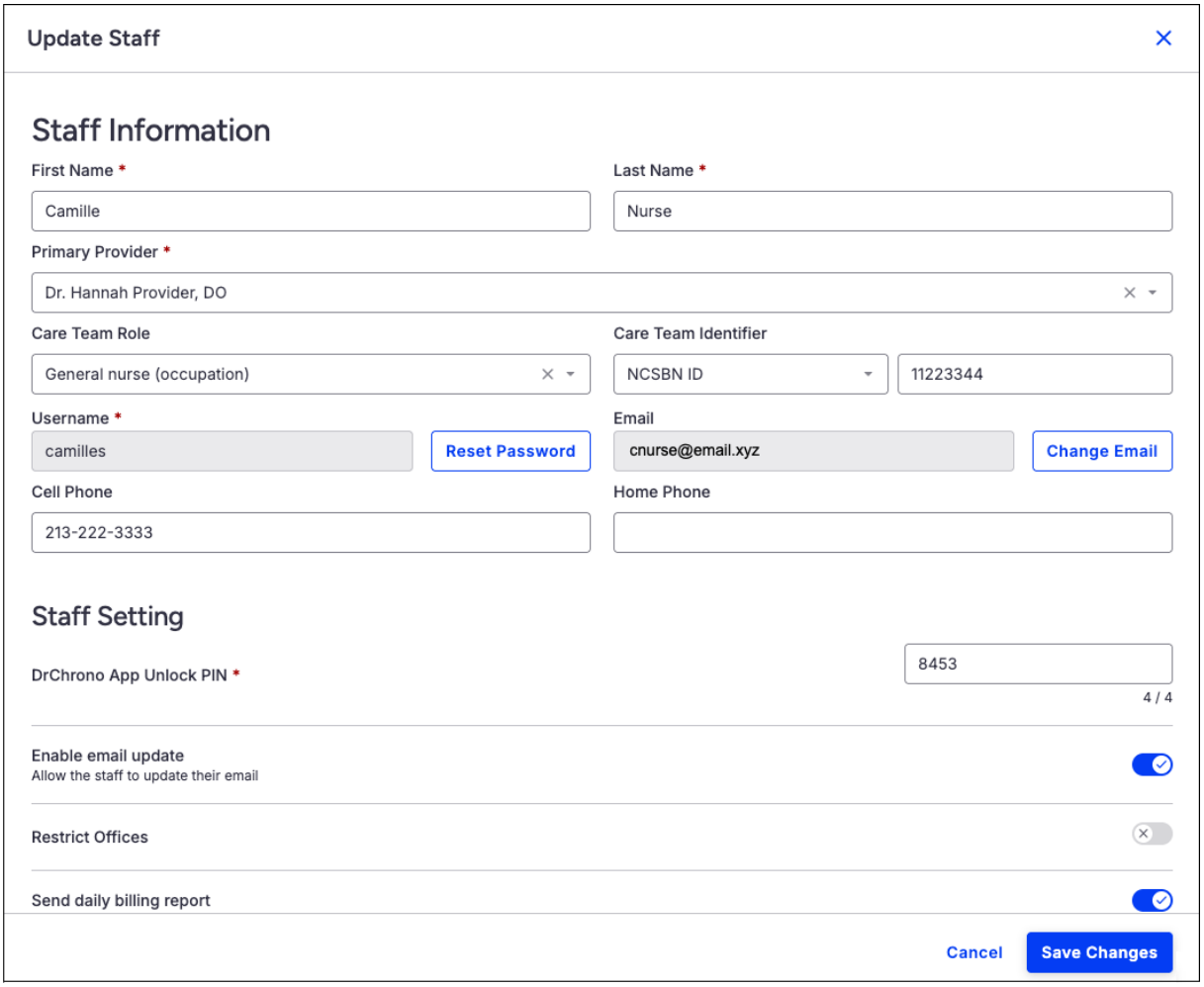
1. Select **Account** > **Practice Management** > **General Management** > **Staff**.
2. Select **View** for a specific staff member.



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



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


Update Staff
Staff Information
First Name *
Camille
Last Name *
Nurse
Primary Provider *
Dr. Hannah Provider, DO
Care Team Role
General nurse (occupation)
Care Team Identifier
NCSBN ID
11223344
Username *
camilles
Reset Password
Email
cnurse@email.xyz
Change Email
Cell Phone
213-222-3333
Home Phone
Staff Setting
DrChrono App Unlock PIN *
8453
4 / 4
Enable email update
Allow the staff to update their email
Restrict Offices
Send daily billing report
Cancel
Save Changes