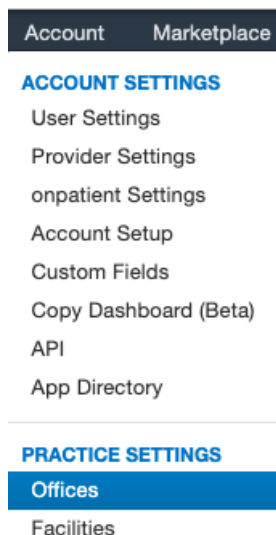


Setting Your Office Hours

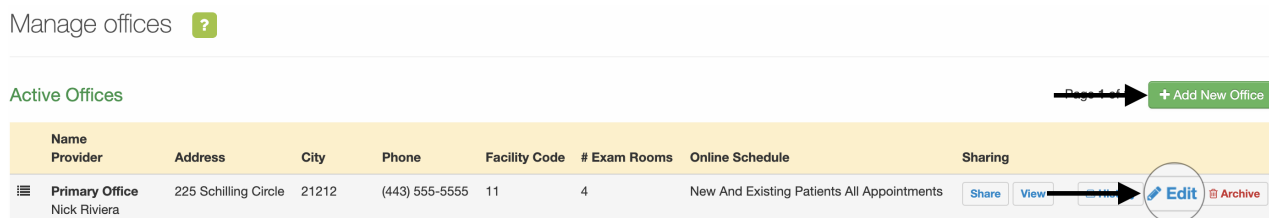
07/24/2024 9:12 pm EDT

DrChrono allows you to have multiple offices within the platform. In addition, you are also able to customize your office opening and closing times for each of your office locations.

1. Go to **Account > Offices**.



2. Select **Edit** next to the office you would like to edit or you can select **+Add New Office** to create a new office.



3. Scroll down and select the start and end times for your office hours and **Save**.

Edit Office

Basic **Billing** Online Schedule

Warning: Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)

Facility name Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)

Primary Provider

Country

Address

Zip Code

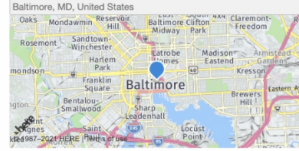
State

City

Office Phone Not validated. [Click here to verify with a test call.](#)

Fax

Formatted Address Not editable. Only valid for US addresses.



Office hours start

Office hours end

Number of Exam Rooms

Exam Name 1 Allow Online Scheduling Excluded from Meaningful Use Archived from Calendar

Exam Name 2 Allow Online Scheduling Excluded from Meaningful Use Archived from Calendar

Exam Name 3 Allow Online Scheduling Excluded from Meaningful Use Archived from Calendar

Office hours start

Office hours end

Require reason when deleting appointments

