

How do I add/edit exam rooms in an office?

07/24/2024 3:40 pm EDT

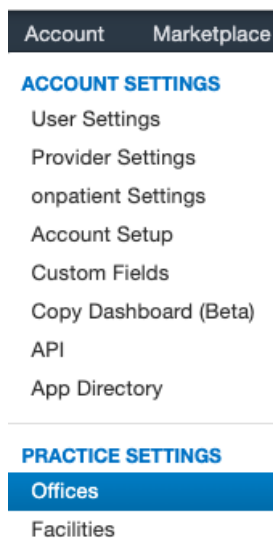
DrChrono gives you the ability to configure and customize your office's exam setup through the following functions:

- Adding exam rooms
- Removing exam rooms
- Naming/renaming exam rooms
- Setting office hours for exam rooms
- Archive (remove) from scheduling calendar
- Enable/disable online scheduling capabilities
- Include/exclude exam rooms from Meaningful Use

In order to add/edit exam rooms, you need to navigate to your office editor page.

Navigation

To reach your office editor, mouse over **Account** on your navigation bar and select **Offices**.



The screenshot shows a navigation menu with two main sections: 'ACCOUNT SETTINGS' and 'PRACTICE SETTINGS'. Under 'ACCOUNT SETTINGS', there are links for User Settings, Provider Settings, onpatient Settings, Account Setup, Custom Fields, Copy Dashboard (Beta), API, and App Directory. Under 'PRACTICE SETTINGS', there are links for 'Offices' (highlighted with a blue bar) and 'Facilities'.


When you select 'Offices', the office manager will appear. Here you'll see a list of your offices. Select **Edit** to the right of an office to configure that office's exam rooms.

Manage offices 

Active Offices

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[+ Add New Office](#)

Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing
 Primary Office Nick Riviera	225 Schilling Circle	21212	(443) 555-5555	11	4	New And Existing Patients All Appointments	Share View Edit Archive

To change your exam room setup, select the **Basic** tab if it is not already selected.

Edit Office

Basic

Billing

Online Schedule

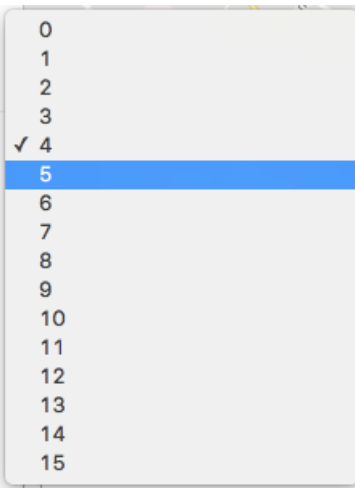
Toward the bottom of the page, you'll reach a section that contains all your exam room settings.

Number of Exam Rooms	<input type="text" value="4"/>	<input type="checkbox"/>	Allow Online Scheduling	<input type="checkbox"/>	Excluded from Meaningful Use	<input type="checkbox"/>	Archived from Calendar
Exam Name 1	<input type="text" value="Exam 1"/>	<input type="checkbox"/>	Allow Online Scheduling	<input type="checkbox"/>	Excluded from Meaningful Use	<input type="checkbox"/>	Archived from Calendar
Exam Name 2	<input type="text" value="Exam 2"/>	<input type="checkbox"/>	Allow Online Scheduling	<input type="checkbox"/>	Excluded from Meaningful Use	<input type="checkbox"/>	Archived from Calendar
Exam Name 3	<input type="text" value="Exam 3"/>	<input type="checkbox"/>	Allow Online Scheduling	<input type="checkbox"/>	Excluded from Meaningful Use	<input type="checkbox"/>	Archived from Calendar
Exam Name 4	<input type="text" value="Exam 4"/>	<input type="checkbox"/>	Allow Online Scheduling	<input type="checkbox"/>	Excluded from Meaningful Use	<input type="checkbox"/>	Archived from Calendar
Office hours start	<input type="text" value="12:00 am"/>						
Office hours end	<input type="text" value="12:00 am"/>						
Require reason when deleting appointments	<input type="checkbox"/>						

Making Changes

To add or remove an exam room, select the **Number of Exam Rooms** drop-down menu and select the number of desired exam rooms for this office.

Number of Exam Rooms	<input type="text" value="4"/>
Exam Name 1	<input type="text" value="Exam 1"/>
Exam Name 2	<input type="text" value="Exam 2"/>
Exam Name 3	<input type="text" value="Exam 3"/>
Exam Name 4	<input type="text" value="Exam 4"/>
Office hours start	<input type="text" value="12:00 am"/>
Office hours end	<input type="text" value="12:00 am"/>
Require reason when deleting appointments	<input type="checkbox"/>



To name or rename the exam room, type the exam room name in the text box next to the corresponding office number.

Exam Name 5

Select the **Save** button at the bottom of the page when complete.