How do I add/edit exam rooms in an office?
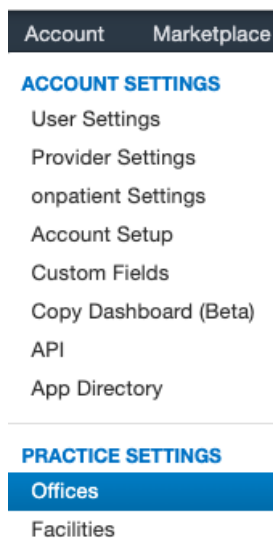
07/24/2024 3:40 pm EDT

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**.

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.

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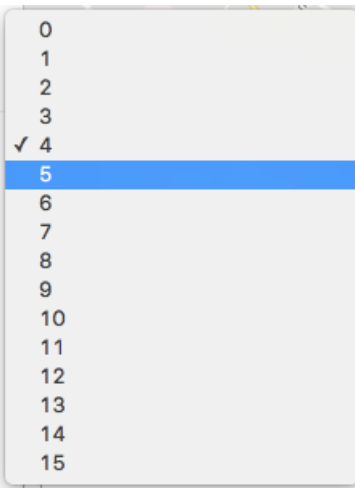
Edit Office

| 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	4				
Exam Name 1	Exam 1	☐ Allow Online Scheduling	☐ Excluded from Meaningful Use	☐ Archived from Calendar
Exam Name 2	Exam 2	☐ Allow Online Scheduling	☐ Excluded from Meaningful Use	☐ Archived from Calendar
Exam Name 3	Exam 3	☐ Allow Online Scheduling	☐ Excluded from Meaningful Use	☐ Archived from Calendar
Exam Name 4	Exam 4	☐ Allow Online Scheduling	☐ Excluded from Meaningful Use	☐ Archived from Calendar
Office hours start	12:00 am				
Office hours end	12:00 am				
Require reason when deleting appointments	☐				

Save

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.

	0
	1
	2
	3
Number of Exam Rooms	✓ 4
Exam Name 1	5
	6
Exam Name 2	7
	8
Exam Name 3	9
	10
Exam Name 4	11
Office hours start	12
	13
Office hours end	14
Require reason when deleting appointments	15

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	Office Extension

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

Save