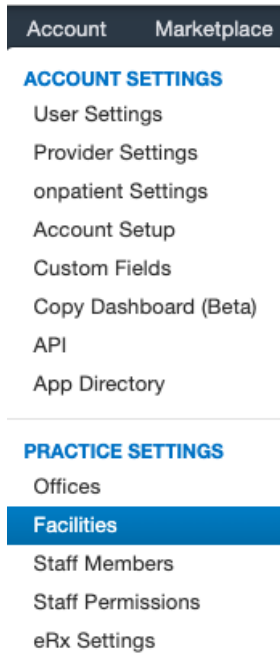# How to Change the Place of Service (POS) for a Specific Appointment
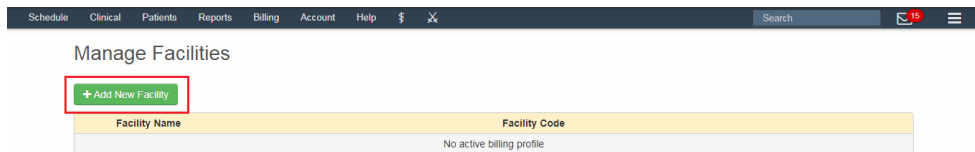
07/24/2024 4:45 pm EDT

To change the place of service (POS) for a specific appointment without changing the place of service in the appointment's office, please follow the steps outlined below:
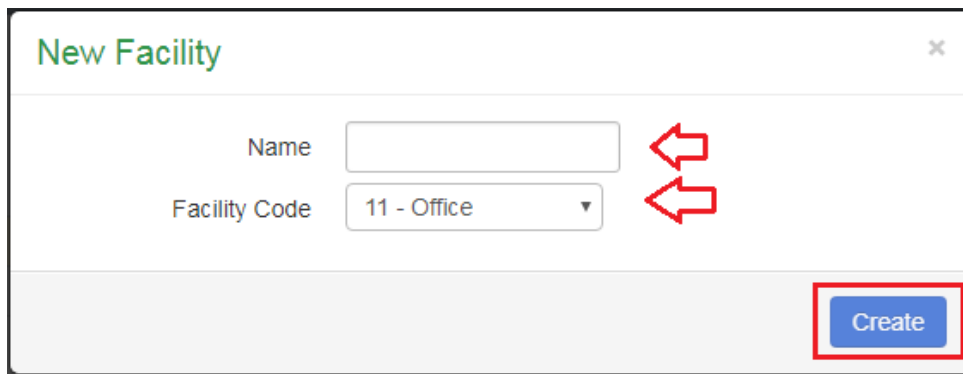
1. Navigate to **Account** > **Facilities**

2. Click on **Add New Facility**

3. Enter a facility name, select the place of service code, and click on **Create**

4. Open the billing details screen of the appointment for which the place of service has to be changed.

5. Click on the pencil icon next to **Billing Facility**

6. Enter the Facility name associated with the place of service and select it from the drop-down menu.

7. Click on **Verify and Save**.