

Verifying Your Office Phone Number for Reminder Caller ID

07/24/2024 10:21 pm EDT

You can validate your phone number so that it appears as the caller ID number on your voice reminders.

Go to **Account > Offices**. Select **Edit** next to the office you would like to validate the number.

Account Marketplace

ACCOUNT SETTINGS

- User Settings
- Provider Settings
- onpatient Settings
- Account Setup
- Custom Fields
- Copy Dashboard (Beta)
- API
- App Directory

PRACTICE SETTINGS


- Offices**
- Facilities

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 Not Validated Edit Archive


Click on the **Not Validated**. [Click here to verify with a test call.](#)

Primary Doctor for Office: Dr. James Smith

Edit Office

Basic **Billing** Online Schedule

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

Office name (scheduling)	<input type="text" value="Mountain Office"/>	
Facility name	<input type="text"/>	Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Primary Provider	<input type="text" value="Dr. James Smith"/>	
Country	<input type="text" value="UNITED STATES"/>	
Address	<input type="text" value="225 Schilling Circle"/>	
Zip Code	<input type="text" value="80526"/>	
State	<input type="text" value="Colorado"/>	
City	<input type="text" value="Fort Collins"/>	
Office Phone	<input type="text" value="443833"/>	Not validated. Click here to verify with a test call. 
Fax	<input type="text"/>	

There will be a message that appears on your DrChrono screen with a 6-digit validation code for you to enter. Enter the code when prompted.

When complete you will see a message that says **Phone Valid. Will appear as caller ID in reminders.**

Primary Doctor for Office: Dr. James Smith

Edit Office

Basic **Billing** Online Schedule

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

Office name (scheduling)	<input type="text" value="Office 4"/>	
Facility name	<input type="text"/>	Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Primary Provider	<input type="text" value="Dr. James Smith"/>	
Country	<input type="text" value="UNITED STATES"/>	
Address	<input type="text" value="328 Gibraltar Dr"/>	
Zip Code	<input type="text" value="94089"/>	
State	<input type="text" value="California"/>	
City	<input type="text" value="Sunnyvale"/>	
Office Phone	<input type="text" value="(650) 555-5555"/>	Phone Valid. Will appear as caller id in reminders.
Fax	<input type="text"/>	

Note: If your phone system has an IVR (interactive voice response) system, the phone number cannot be validated.