

Add and Edit Doctor Information

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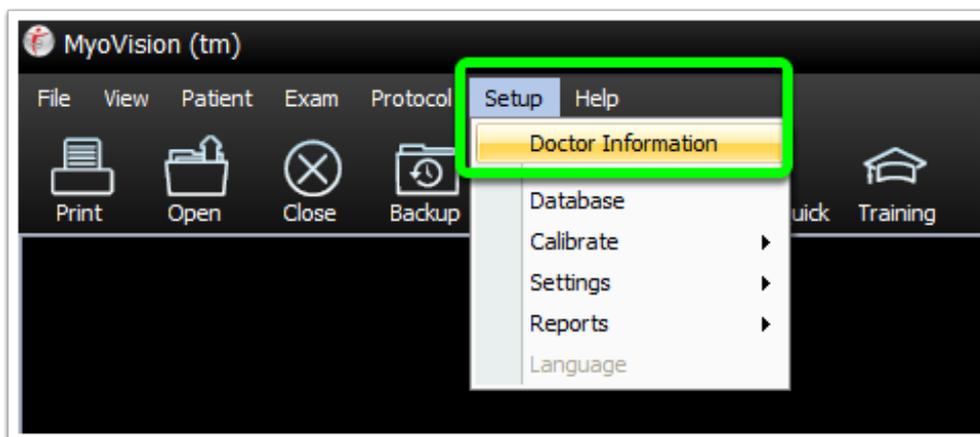
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Summary

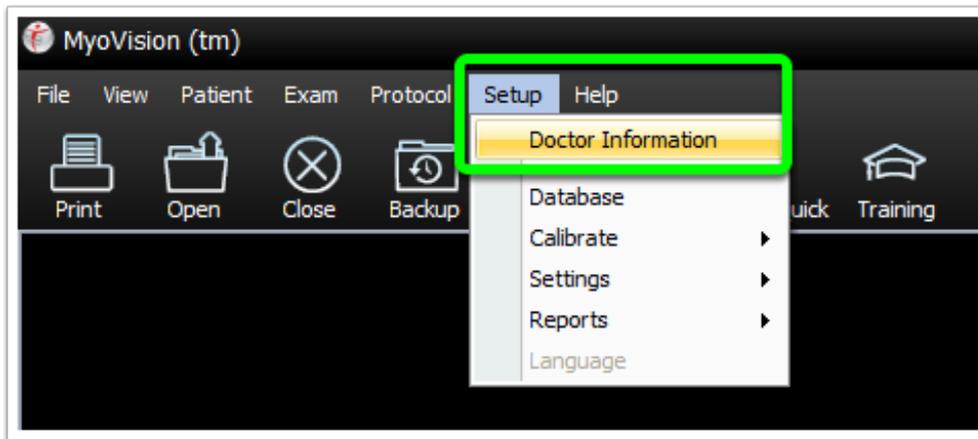
This support document will show you how to add, edit, and remove a doctor's information to the software.

First, click "Setup," located at the top left corner, and select "Doctor Information."

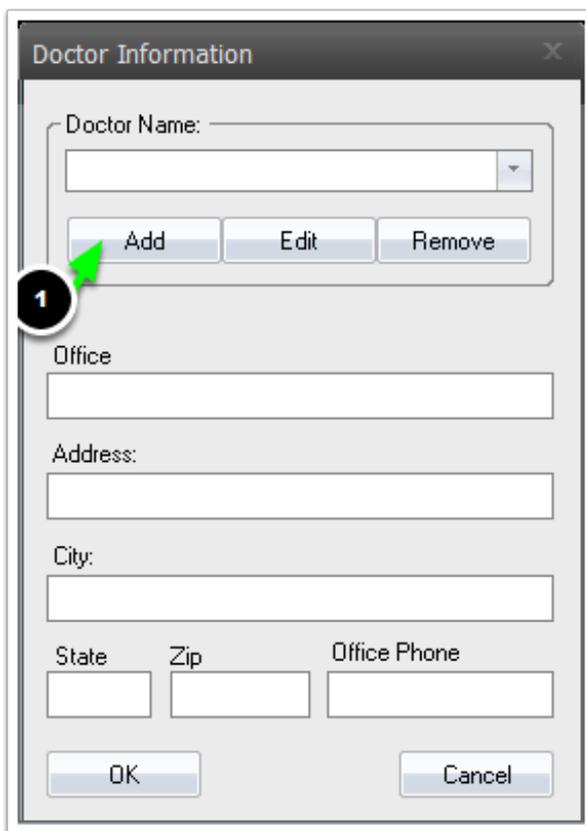


Add a New Doctor

1. First, click "Setup," located at the top left corner, and select "Doctor Information."



2. Click the "Add" button.



3. Enter the name of the doctor in the "Name" text box and click OK.



4. The last step is to enter the information for the office. When you're done, click

the OK button to save your changes.

Doctor Information

Doctor Name: _____

Sample Name

Add Edit Remove

1

Office

Sample Chiropractic

Address:

123 Main St

City:

Sample City

State Zip Office Phone

XX XXXXX 800-969-6961

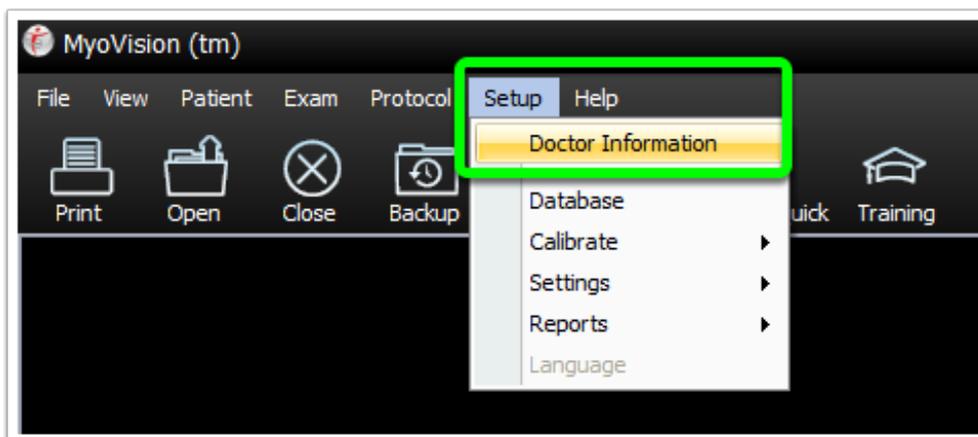
2

OK Cancel

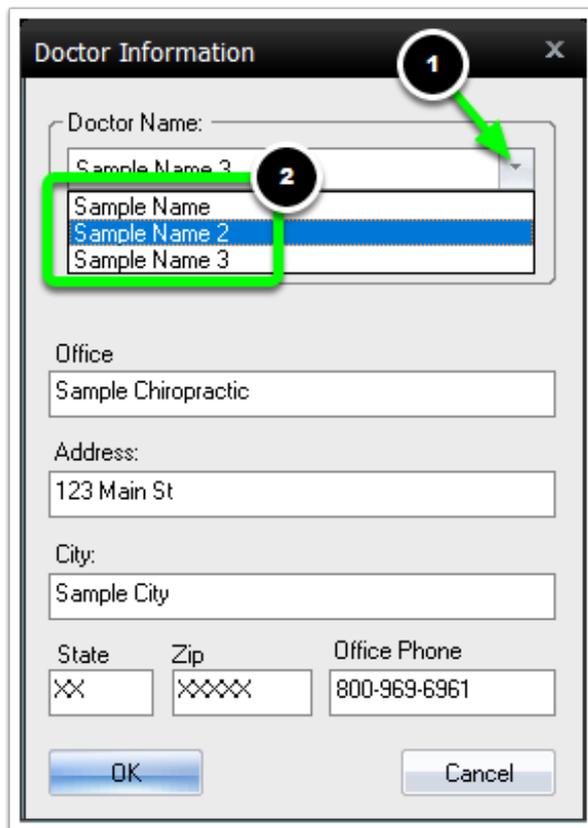
The next section of this guide will show you how to edit the information for a doctor that has already been added to the software.

Edit an Existing Doctor

1. First, click "Setup," located at the top left corner, and select "Doctor Information."



2. Click on the drop-down menu and select the doctor whose information you would like to edit.



The image shows a 'Doctor Information' dialog box with the following fields and annotations:

- Doctor Name:** A drop-down menu currently showing 'Sample Name 3'. A green arrow labeled '1' points to the drop-down arrow. The menu is open, showing 'Sample Name', 'Sample Name 2' (highlighted in blue), and 'Sample Name 3'. A green box labeled '2' surrounds the menu items.
- Office:** Text field containing 'Sample Chiropractic'.
- Address:** Text field containing '123 Main St'.
- City:** Text field containing 'Sample City'.
- State:** Text field containing 'XX'.
- Zip:** Text field containing 'XXXXX'.
- Office Phone:** Text field containing '800-969-6961'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

3. Now you can edit and make any changes to the Office Information. To edit or change the name of the doctor click the "Edit" button.

Doctor Information

Doctor Name:

Office

Address:

City:

State	Zip	Office Phone
<input type="text" value="WA"/>	<input type="text" value="98125"/>	<input type="text" value="800-969-6961"/>

4. Now you can edit or change the name of the doctor. When you're done making edits and changes. Click the "OK" button.

Doctor Information

Doctor Name:

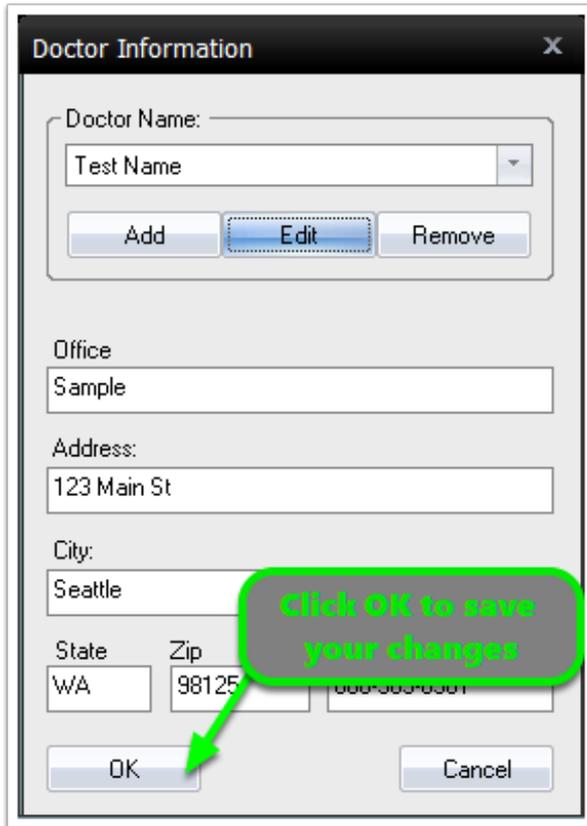
Enter your name

Name:

City:

State	Zip	Office Phone
<input type="text" value="WA"/>	<input type="text" value="98125"/>	<input type="text" value="800-969-6961"/>

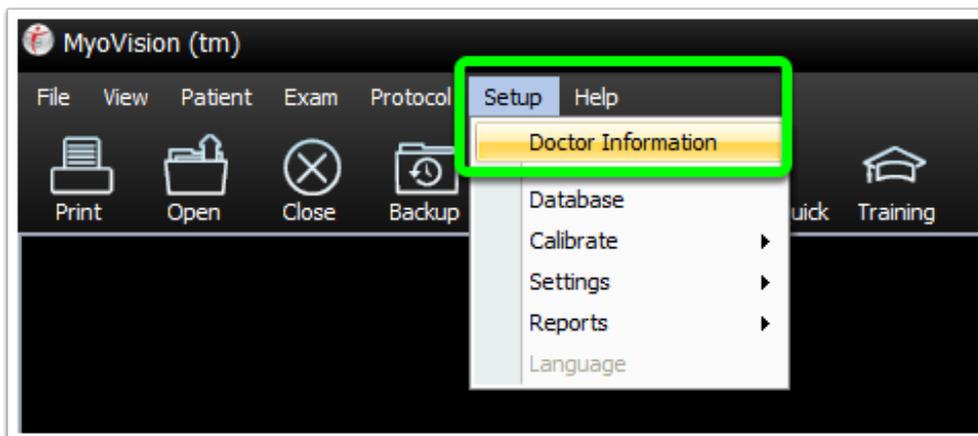
5. Click the "OK" button again to save your changes to the doctor information.



The next section of this guide will explain how to remove a doctor from the doctor information list.

Remove a Doctor

1. First, click "Setup," located at the top left corner, and select "Doctor Information."



2. Select the doctor you would like to delete from the drop-down menu. Then click the "Remove" button.

The screenshot shows a dialog box titled "Doctor Information" with a close button (X) in the top right corner. The "Doctor Name:" field is a dropdown menu currently showing "Test Name". Below this are three buttons: "Add", "Edit", and "Remove". The "Remove" button is highlighted with a green arrow and a circled "2". A green box surrounds the "Doctor Name" dropdown, with a circled "1" next to it. Below the buttons are several text input fields: "Office" (containing "Sample"), "Address:" (containing "123 Main St"), "City:" (containing "Seattle"), "State" (containing "WA"), "Zip" (containing "98125"), and "Office Phone" (containing "800-969-6961"). At the bottom are "OK" and "Cancel" buttons.

3. A window will open asking if you are sure you want to remove this doctor's information. Click the "Yes" button to remove the doctor's information.

The screenshot shows a confirmation dialog box with the title "Are you sure you DO NOT want to save your d...". The main text reads "Delete the Doctor name: Test Name". At the bottom, there are two buttons: "Yes" and "No". A green arrow points to the "Yes" button, which is also circled with a "1".