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**Editing Clinic Details** 

Joel Barcillo - 2023-07-21 - Clinic Admin Guides

As a Clinic Admin, you can edit the details from the clinics that you have signed up Clinicians for by following the steps below:

- 1. From the Clinic Dashboard, click on your name to open the **Profile Menu**.
- 2. Click on Admin Panel. You will see the Admin Panel view with new accessible tabs.



- 3. Click on the **Clinic** tab. The Clinic Details will open with another Clinic tab under it opened by default.
- 4. Under the lower Clinic tab, you will see the following fields that you can edit as needed:
  - Clinic Name This is already filled in by default during clinic setup
  - Master Language Language used in the clinic. This field is optional.
  - Address (1 and 2), City, State, Zip Code, and Country These fields are optional.
- 5. Once you have typed in the information, click on **Update** to save the changes.

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