

## Rename a branch

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Rename a practice branch in Zedmed.

To rename a branch:

- 1. Go to Zedmed's Management tab.
- 2. Select Practice Setup > Branches.

The **Practice Details** screen will open with the **Branches** tab selected.

- 3. Next to Name, use the drop-down field to select the branch to be renamed.
- 4. Select the Edit Name button and the bottom of the screen.

The Edit Branch Name dialog will open.

- 5. Type the new name in the **Branch Name** field.
- 6. Select OK.
- 7. Select Close on the Practice Details screen.

	Practice Details
Practice Branches Bank Accounts	Name Albany Road Clinic Code MED Use CARL ZEISS Forum   Branch Type General V LSPN SCP Path
Departments Integrations Claiming Configuration	Network HPI-O Search HI Service User Name   Address 343 Albany Road Password
	Suburb SOUTH MELBOURNE 3205
	Phone 1   03 5550 3256     Usual Opening Time   08:00   ACIR Clinic Code     Image: Currently Available   Image: Check for Zedmed Updates     Image: Available Online   Image: Can Cancel Online Appointments
	Edit Branch Name Image: Constraint of the second
	Add New   Edit Name   Options   Delete   Payment Types   Online Appointment Details     Close   Cancel

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