

## How do I change office Hours for Solo Practitioner?

### Office Hours

When you go to the Account Details section of the Account Tab, the landing page is now in view mode. You can click the 'Edit Account Details' button to make edits.

Account Details | Addresses | Attributes | Networks

Please review and edit any necessary fields to keep your account information current.  
Lucet will review your submission. Changes may take up to 45 days to go into effect.

First Name	Joe	Last Name	Test
Email	agardner@perrodsoftware.com	Member Referral Email	1234@gmail.com
Gender	F	Phone	
Fax	816-328-6687	Scheduling Tool	AMD
Electronic Health Record (EHR)	AMD	Accepting New Patients	Yes
Hospital Privileges			

Individual NPI: 123 | Primary Degree: | Primary Discipline: Psychologist | Taxonomy Code: | Birthdate: 1988-08-16  
Network Applying to: Blue KC | Effective Date: 2020-01-01 | Provider Status: Complete | Attestation Date: 2024-02-06

[Edit Account Details](#)

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[Cancel](#) [Save](#)

Can't edit what you need to? [Click here](#).

Individual NPI	Primary Degree	Primary Discipline	Taxonomy Code	Birthdate
123		Psychologist		1988-08-16
Network Applying to	Effective Date	Provider Status	Attestation Date	
Blue KC	2020-01-01	Complete	2024-02-06	

- You can make changes to the data points above the 'Cancel' and 'Save' buttons.
- The data points below these buttons are not editable from the provider portal. If you need to request to see additional data or wish to request changes to the data below these buttons, you can click the 'here' in 'Can't edit what you need to? Click here'
  - This will take you to the page in the portal where you can make a support case.

### Running Into Issues?

- Update your browser
- Clear your cache