

Set up your clinic profile and hours

Add your clinic's name, contact details, address and IDs, set your time zone and opening hours, add your locations, and upload your logo.

Setup guide · For Owners, Managers · aminova.health/university/clinic-profile-and-hours

1. WHY THIS COMES FIRST

Your clinic profile is the information Aminova shows about your practice: your name on forms, your phone and email, your address. Your time zone and opening hours decide when visits can be booked.

It takes a few minutes, and you do it once. Do it before you book your first visit.

2. OPEN YOUR CLINIC PROFILE

1. Go to **Settings** in the sidebar.
2. Click **Clinic Profile**, the first topic on the left.
3. Or click your clinic's name at the top of the sidebar, then **Clinic Profile**.

The screenshot shows the 'Clinic Profile' settings page in the Aminova Health interface. On the left is a sidebar with a 'FIGURATION' header and several menu items: 'Clinic Profile' (highlighted), 'Payments & Plans', 'Notifications', 'Emails', 'Patient Portal', 'Security', 'Integrations', 'HIPAA & Compliance', and 'Data & Privacy'. The main content area is titled 'Clinic Profile' with a subtitle 'Basic information about your practice displayed across the platform' and a 'Save Changes' button in the top right. The form contains several input fields: 'Clinic Name' (filled with 'Peak Vitality Clinic'), 'Tagline' (filled with 'Longevity & hormone optimization, personalized.'), 'Phone' (filled with '(312) 555-0142'), 'Contact Email' (filled with 'hello@peakvitality.example'), 'Website' (filled with 'peakvitality.example'), 'Clinic NPI' (filled with '1356789042'), and 'Legal entity name' (filled with 'Peak Vitality Clinic LLC'). Below the NPI and legal entity name fields, there is small explanatory text: 'National Provider Identifier for the organization. Per-provider NPIs are managed on the Team page.' and 'The registered entity. Used as the practice name on consent forms.'

Clinic Profile, open at the top of Settings.

3. NAME AND CONTACT DETAILS

1. Type your **Clinic Name** as patients know it. Add a short **Tagline** if you like.
2. Add the **Phone** and **Contact Email** patients should use.
3. Add your **Website**.

4. LEGAL NAME AND IDS

1. Enter your **Clinic NPI**: the 10-digit national provider number for the practice itself.
2. Enter your **Legal entity name**: your registered business name. Consent forms use it as the practice name.
3. Enter your **Tax ID / EIN**: the federal tax number for your business.

Tip. Each provider's own NPI goes on the Team page, not here.

5. YOUR ADDRESS

1. Type your **Street Address**, with the suite number.
2. Fill in the **City**, **State** and **ZIP Code**.

6. SET YOUR TIME ZONE

1. Under **Timezone**, pick the zone your clinic is in.
2. Visit times in the patient app are shown in this zone.
3. Do you see patients in other states? Tick **We serve patients nationwide**. Every visit time in the patient app then shows its zone, like "2:30 PM ET".

The screenshot shows a form for setting up a clinic profile. The address field is filled with "500 N Michigan Ave, Suite 1200, Chicago, IL 60611". Below it, the City, State, and ZIP Code fields are also filled: "Chicago", "IL", and "60611". The Timezone section is highlighted with a blue border and shows "Central Time (CT) — UTC-6/-5" selected from a dropdown menu. Below the dropdown, there is a checkbox labeled "We serve patients nationwide" which is currently unchecked. The Business Hours section shows three rows for Monday, Tuesday, and Wednesday, each with a toggle switch turned on and time slots set from 08:00 AM to 06:00 PM.

Your time zone, and the option to show it next to every visit time.

Tip. Set this before you book anything, so every visit starts at the right time.

7. SET YOUR OPENING HOURS

1. Under **Business Hours**, find each day of the week.
2. Switch a day on, then set the time you open and the time you close.
3. Switch a day off to mark it **Closed**.

The screenshot shows a settings interface for a clinic profile. At the top, the 'Timezone' is set to 'Central Time (CT) — UTC-6/-5'. Below this, a note states: 'Appointment times in the patient app are shown in this timezone.' There is a checkbox option: 'We serve patients nationwide — show the timezone next to every appointment time in the patient app (e.g. 2:30 PM ET), so out-of-state patients aren't confused.' The 'Business Hours' section is highlighted with a blue border and contains a list of days with toggle switches and time slots: Mon (08:00 AM to 06:00 PM), Tue (08:00 AM to 06:00 PM), Wed (08:00 AM to 06:00 PM), Thu (08:00 AM to 06:00 PM), Fri (08:00 AM to 05:00 PM), Sat (09:00 AM to 02:00 PM), and Sun (Closed). The 'Locations' section at the bottom has a heading with a location pin icon, a subtext 'Add the physical sites where you see patients. Telehealth-only practices can leave this empty.', and a '+ Add Location' button. Below the button, it says 'No locations yet.'

Business Hours: switch each day on or off, and set its times.

8. HOW YOUR HOURS SHAPE BOOKING

If you don't use Staff Scheduling, your opening hours are the outer limit for booking. Nothing is offered on a closed day or outside your hours. Each provider's own hours, under **Team** → **Set Availability**, can only make their day shorter, never longer.

If you do use Staff Scheduling, the shifts there decide when each person can be booked.

9. ADD YOUR LOCATIONS

1. Under **Locations**, press **Add Location**.
2. Fill in the **Location Name**, like "Downtown Clinic", its **Phone** and its address.
3. Leave **Timezone** on **Use clinic timezone**, unless this site is in a different zone.
4. Press **Save Location**. Add each place where you see patients.
5. Later, use **Edit** to change one, or **Deactivate** to stop using it for now.

Peak Vitality Clinic
Growth Plan

Notifications 9+

Dashboard

PATIENTS

- Patients
- Care Plan
- Intake Engine 5
- Consents
- Appointments
- My Schedule
- Labs
- Treatment Plans
- Clinical Notes

PROTOCOLS

- Protocols
- E-Prescriptions
- Refills

TEAM

- Dr. Alex Rivera
Owner / Director

Schedule:

- Mon: 08:00 AM to 06:00 PM
- Tue: 08:00 AM to 06:00 PM
- Wed: 08:00 AM to 06:00 PM
- Thu: 08:00 AM to 06:00 PM
- Fri: 08:00 AM to 05:00 PM
- Sat: 09:00 AM to 02:00 PM
- Sun: Closed

Locations
Add the physical sites where you see patients. Telehealth-only practices can leave this empty.

Location Name: e.g. Downtown Clinic **Phone:** (555) 555-0100

Street Address: 123 Main St, Suite 100

City: **State:** **ZIP:**

Timezone: Use clinic timezone

Override the clinic timezone for this site (optional).

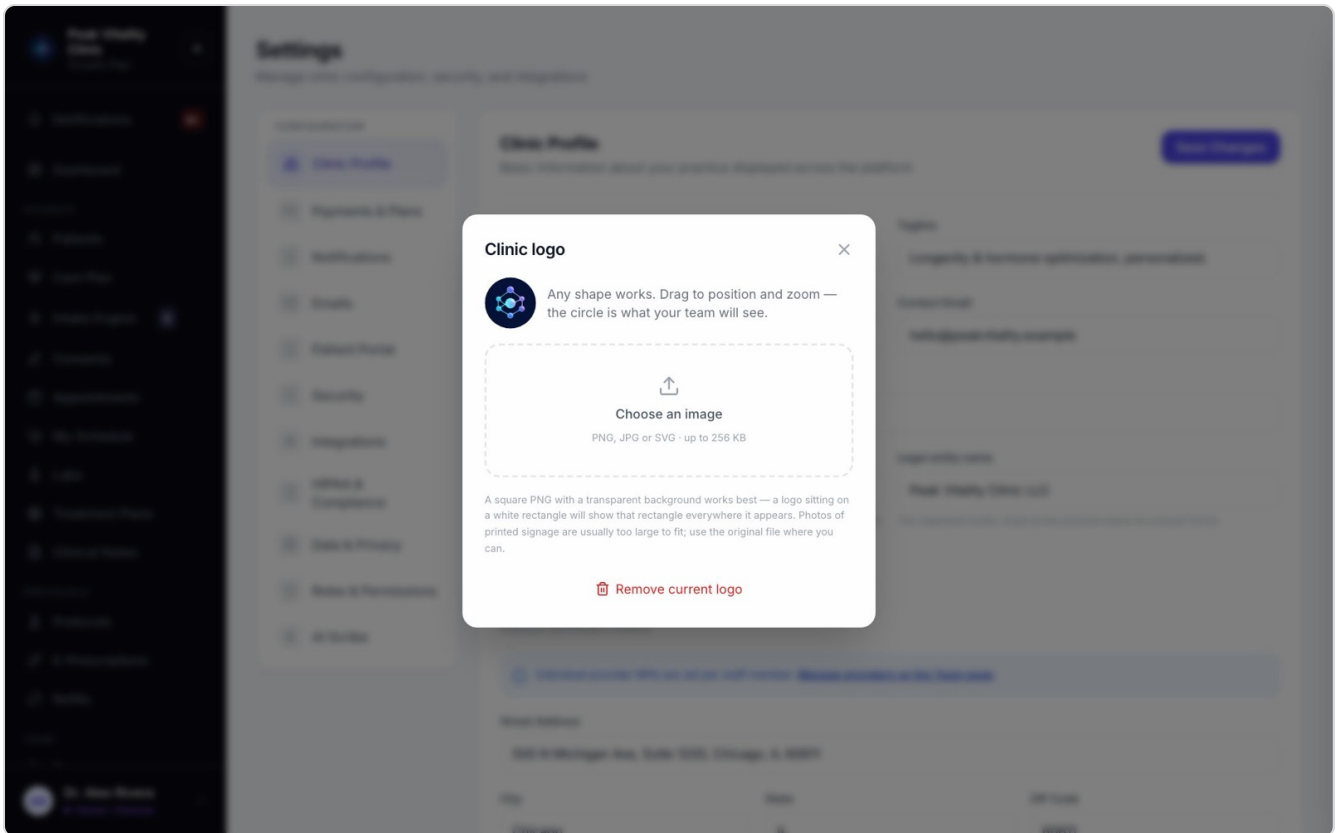
Cancel Save Location

Add Location opens the form: the name, phone, address and time zone of one place where you see patients.

Tip. Only do video visits? Leave Locations empty.

10. ADD YOUR LOGO

1. Click your clinic's name at the top of the sidebar.
2. Click **Edit logo**, then **Choose an image**. A PNG, JPG or SVG file works.
3. Drag the picture to place it, and use the slider to zoom. The circle is what your team sees.
4. Press **Save logo**. It shows at the top of the sidebar, beside your clinic's name.



Clinic logo: choose an image, then drag and zoom to fit the circle.

11. SAVE AND CHECK

1. Your changes save on their own a moment after you make them.
2. When you're done, press **Save Changes** at the top of Clinic Profile to be sure. It turns green and says **Saved!**
3. That's it. Your clinic profile and hours are set up.