

## Calendar Improvements

Jay-Ileen (Ai) - 2022-09-15 - VSee Clinic for Providers

For multi-provider clinics with a busy schedule, you can now navigate the VSee calendar and identify which time is available for you to create a scheduled visit.

There are also cases where you have been added as a secondary provider of an appointment and it is scheduled in conflict with your own appointment. If you do not want to attend that session, you may choose to remove yourself from that appointment so that you will no longer see it on your VSee calendar.

- [How to Identify a Provider's Available Time when Scheduling as a CSR](#)
- [How to Remove Yourself as Secondary Provider of an Appointment](#)

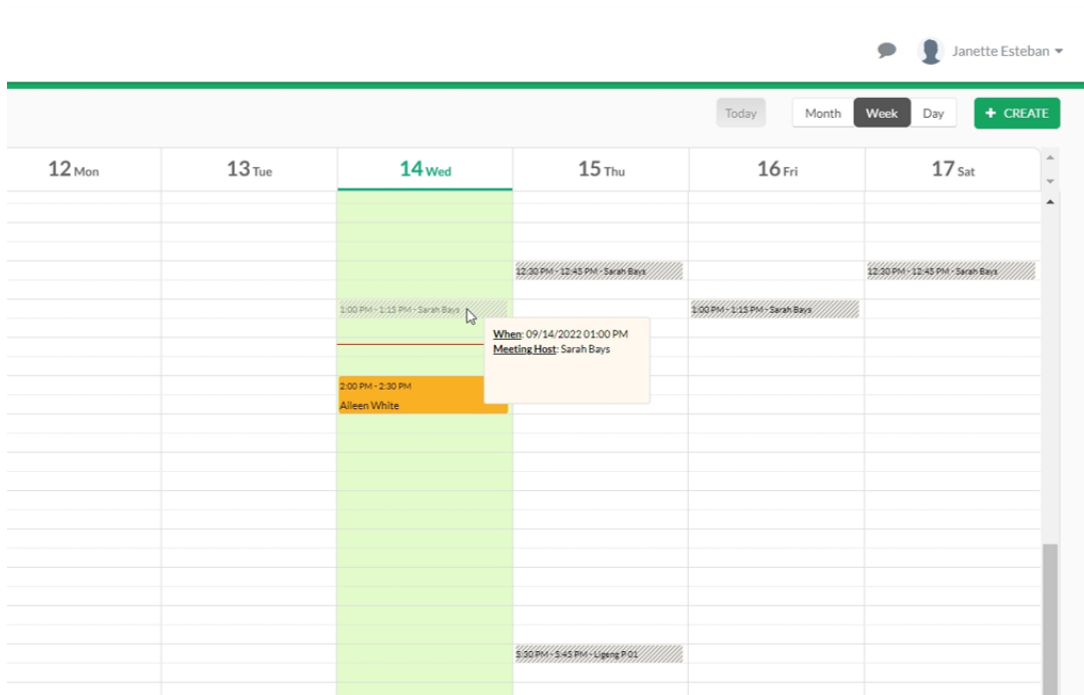
## How to Identify a Provider's Available Time when Scheduling as a CSR

As a CSR, you can identify if the Provider already has a scheduled appointment at a particular time even if you are not assigned to that clinic.

You can view the appointments of the Provider overlapping for that time slot.

The screenshot shows a weekly calendar view for the week of September 11-17, 2022. The interface includes a 'SCHEDULE' header, navigation arrows, and a 'Today' button. The calendar grid shows appointments for Sarah Bays Chi and Sarah Bays Jay-Ileen. A legend on the left side of the calendar lists various appointment statuses: Open slot (one-one), Open slot (group), Confirmed (one-one), Confirmed (group), In Progress, Missed, and Completed. The calendar also shows a 'Timezone' dropdown set to '(UTC-07:00) Pacific Time' and a 'Time division' dropdown set to '15 Minutes'. A '+ CREATE' button is visible in the top right corner.

There are cases where the Provider has been added as a secondary provider of another Provider's appointment. Even if you do not have access to that clinic, the appointment will still reflect on your calendar as a slanted-dashed background. But it will only show the time and primary provider's name when hovered, it will not reveal the patient's personal information or any other PHI.



*Note: When the provider is added as a secondary provider of an appointment, the provider's name will show as italicized.*

## How to Remove Yourself as Secondary Provider of an Appointment

To remove yourself from an appointment where you have been scheduled as a secondary provider, click on the scheduled visit.

1. You can now view the Visit Details. Make sure to click on **Edit**.

Meeting Details

Meeting Name	Chi Appointment
Time	Thu, Sep 08, 2022 02:30 PM (PDT)
Meeting Type	Video
Meeting Option	Group Consultation
Participant	<span>Group</span> Aileen White
Meeting Host	Chi PROVIDER Achacoso, Sarah Bays
Room	UAT

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Telephone:	+1.209.370.2123
Meeting PIN:	942634
Guest invite link:	<a href="https://chi.vsee.io/vc/dev/visits/join/631a5cc5bd04485c94aa332a0a7d64b7">https://chi.vsee.io/vc/dev/visits/join/631a5cc5bd04485c94aa332a0a7d64b7</a> Copy

**Edit** Go To Meeting Page

2. Under “MORE OPTIONS” click on the **X** mark to remove yourself as a secondary provider.
3. Proceed to **Continue** and **Confirm**.

**Visit Name \*** Edit

Chi Appointment

**Time \***

Now **Later** Thu 09/08/2022 02:30 PM

Does not repeat ▾

**Primary Meeting Host \***

Chi PROVIDER Achacoso - chi@vsee.com ▾

**Meeting Type \*** **Room \***

**Video** Phone In Person UAT - code: tkvq2 ▾

**Meeting Option \***

**Group** Group Consultation ▾

**Add Participant \***

Aileen White (ileen.test@gmail.com)

Participant will be notified automatically via email and text message

MORE OPTIONS

**Add more provider**

Sarah Bays - jayileen@vseelab.com ✕ **2**

+ Other guest + Reminder

Cancel **Continue** **3**

Note: Do not choose the **Cancel visit** option since this will permanently delete the appointment for the Primary provider and other participants of the visit as well.

### Meeting Details

**Meeting Name** Chi Appointment

**Time** Thu, Sep 08, 2022 02:30 PM (PDT)

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**Meeting Option** Group Consultation

**Participant** Group Aileen White


**Meeting Host** Chi PROVIDER Achacoso, Sarah Bays





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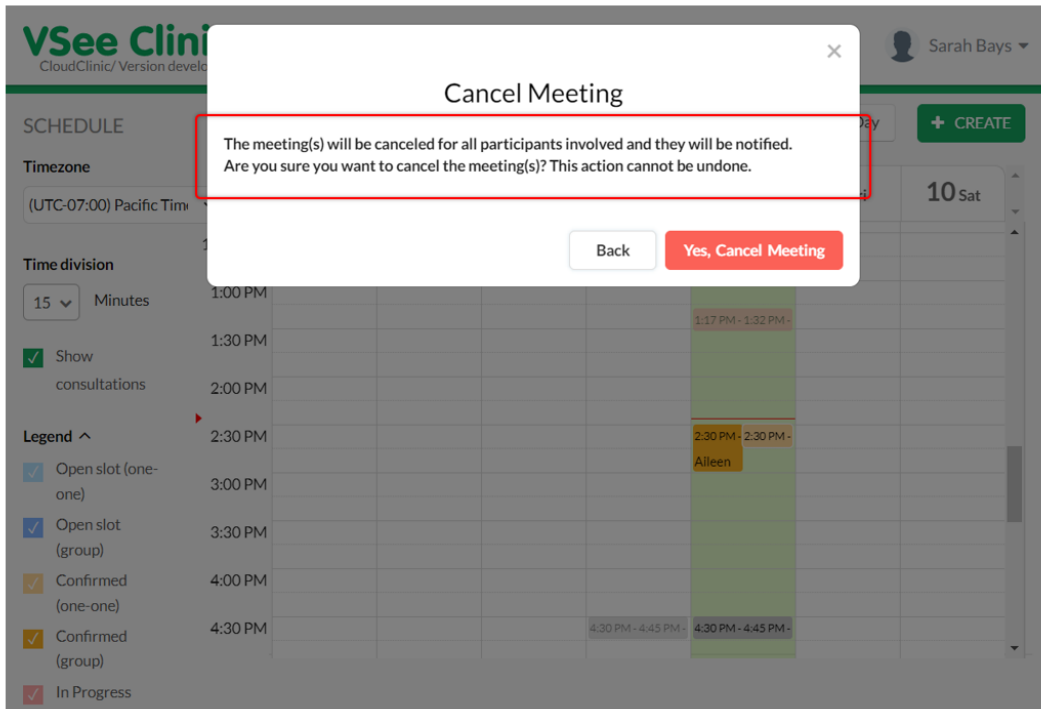
**Guest invite link:** <https://chi.vsee.io/vc/dev/visits/join/631a5cc5bd04485c94aa332a0a7d64b7>  Copy

    [Go To Meeting Page](#)

Cancel Visit

If you accidentally clicked on the Cancel Visit icon, you will see a warning stating:  
*“The visit will be canceled for all participants involved and they will be notified. Are you sure you want to cancel the visit? This action cannot be undone.”*

At this point, click on **Back** and select **Edit** instead.



## Related Articles:

- [How to Add Multiple Providers to an Appointment](#)
- [CSR: Scheduling](#)

If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com)

Last updated on: 15 September 2022

Tags

missed

Missed Visit

visit