

Knowledgebase > VSee Clinic for Providers > Calendar Improvements

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.

SCHEDULE	< > (Sep 11 – 17, 2022 Today				Month	Month Week Day + CREATE		
Timezone									
(UTC-07:00) Pacific Time	~	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	
					Sarah Bays Chi	Sarah Bays Chi	Sarah Bays Chi		
Fime division	10:30 AM								
15 🗸 Minutes	11:00 AM								
✓ Show consultations	11:30 AM								
Legend ^	▶12:00 PM								
Open slot (one-one)Open slot (group)	12:30 PM					12:30 PM - 12:45 PM - A		12:30 PM - 12:45 PM - A	
Confirmed (one-one)	1:00 PM				1:00 PM - 5: 1:00 PM - 1:	1:00 PM - 5:30 PM	1:00 PM - 5: 1:00 PM - 1		
Confirmed (group)	4.00 PM				Sarah	Sarah Bays Jay-Ileen	Sarah		
In Progress	1:30 PM				Bays Jay-		Bays Jay- lleen		
✓ Missed	2:00 PM								
Completed									

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

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.

					Janette Esteban
				Today Month	Week Day + CREATE
12 Mon	13 _{Tue}	14 wed	14 Wed 15 Thu		17 sat
		100 PM-115 PM-Sarah Bays	12/20.09%/-12/45/0%/-Seciel Back	100.PM-115.PM-Sarah Bays	12/30/PM-12/45/PM-/Seren Baix
			h <u>en:</u> 09/14/2022 01:00 PM seting Host: Sarah Bays		
		2:00 PM - 2:30 PM Aileen White			
			\$199.PM+\$145.PM+\$18498.P93		

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**.



2. Under "MORE OPTIONS" click on the \mathbf{X} mark to remove yourself as a secondary provider.

3. Proceed to **Continue** and **Confirm**.

Visit Name *		Edit
Chi Appointment		
Time *	2022 02-30 PM	
Does not repeat V		
Primary Meeting Host *	com	~
	19.97117	
Meeting Type *	Room *	
Video Phone In Person	UAT - code: tkvq2	*
Group Group Consultation		~
Aileen White (ileen.test@gmail.com		
Participant will be notified automatically via	email and text message	
MORE OPTIONS		
Add more provider	-0	
Sarah Bays - jayileen@vseelab.con	×	
+ Other guest + Reminder		6
		Cancel Continue

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.



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.

VS				×	1	Sarah Bays 🔻
SCHE	DULE	The meeting(s) will be ca)ay	+ CREATE		
Timezo	one	Are you sure you want to		10		
(UTC-0	07:00) Pacific Tim				-iJ	IU Sat
Time di	ivision	1	Back	Yes, Cancel Meeting		^
15 🗸	Minutes	1:00 PM		1:17 PM - 1:32 PM -		
<mark>√</mark> Sh	IOW	1:30 PM				
со	nsultations	2:00 PM				
Legend		2:30 PM		2:30 PM - 2:30 PM -		
on	pen slot (one- ne)	3:00 PM		Allection		
VI VI	pen slot roup)	3:30 PM				
Co	onfirmed ne-one)	4:00 PM				
Co (gr	onfirmed roup)	4:30 PM	4:30 PM - 4:45 PM -	4:30 PM - 4:45 PM -		•
🗸 In	Progress					

Related Articles:

- How to Add Multiple Providers to an Appointment
- CSR: Scheduling

If you have any questions, please contact us at help@vsee.com

Last updated on: 15 September 2022

Tags missed Missed Visit visit