



e-Scheduling > Visit Slots and Patient Scheduling

Jessica - 2021-09-18 - Basic Workflow

e-Scheduling Feature

Patients are more inclined to keep their appointments when they can do so on their own terms, without driving or scheduling a ride to your office. And when patients do cancel or you have a no-show, you can easily fill the slots left empty on your schedule with visits with other patients. This gives patients in your practice the ability to enjoy walk-in convenience from home, with handy online scheduling through your VSee Clinic.

Set Up your Visit Time Slots

1. On the provider dashboard, please select the **Calendar** tab from the top menu.



2. Click and drag on the calendar for your available visit time slots. Then click



3. Specify your time slots. You can set to repeat on specific days of the week. Click



4. The created visit time slots will be displayed to your patients.

Schedule with a Patient

1. On the provider dashboard, please select the **Calendar** tab from the top menu.

2. Click and drag on the calendar for your available visit time slots. Then click

3. Choose your room, visit type and options, date and time and the specific patient!



4. Create a new patient right from here if no patient record yet. Click on the **create a new patient** link. Input the patient details and click **Create**.



5. Click then check the appointment details. Click to secure the appointment with the patient.



Tags

appointment

feature

schedule

scheduling

slots

visits

Attachments

- [vc-prov-schedulewithpatient.jpg \(42.98 KB\)](#)
- [vc-prov-schedulewithpatient-confirmslot.jpg \(24.42 KB\)](#)
- [vc-provconfirmbutton.jpg \(2.08 KB\)](#)
- [vc-continuebutton.jpg \(2.31 KB\)](#)
- [vc-prov-schedulewithpatient-createpatient.jpg \(24.19 KB\)](#)
- [vc-prov-schedulewithpatient-createpatient.jpg \(24.72 KB\)](#)
- [vc-prov-schedulewithpatient.jpg \(66.42 KB\)](#)
- [vc-prov-scheduleappointment.jpg \(4.46 KB\)](#)
- [vc-provconfirmbutton.jpg \(2.08 KB\)](#)
- [vc-prov-createslotrepeat.jpg \(22.43 KB\)](#)
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- [vc-createslots.jpg \(59.44 KB\)](#)
- [vc-provtopmenu.jpg \(13.59 KB\)](#)