

How to Add a Descriptive Name When Creating Appointments

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Adding a descriptive name to scheduled visits allows both Provider and Patient to know what the visit is all about. Schedulers can create appointments with a descriptive **Visit Name** which will show on the appointment invitation and reminder emails and texts.

[How to Add a Descriptive Name when Creating a Scheduled Visit?](#)

[What Do Patients See When They Receive Confirmations and Updates That Have a Visit Name?](#)

Adding a Descriptive Name When Creating a Scheduled Visit

When creating a scheduled visit, add a descriptive name for the appointment under the **Visit Name** field.

Click on **Edit** to be able to add the visit name.



Note: You can request to set up a default visit name for every appointment.

Click on **Use default** to go back to using the default visit name.



Once you are done adding the visit name and other required fields, click **Create Visit** and complete the appointment.



Viewing Confirmations and Updates with an Appointment Name

Provider Side



Patient Side



For further assistance, please contact us [here](#).

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Tags

appointment name

descriptive name

scheduling

visit name