



Knowledgebase > VSee Clinic for Providers > How to Add a Descriptive Name When Creating Appointments

How to Add a Descriptive Name When Creating Appointments

Jay-Ileen (Ai) - 2024-04-17 - VSee Clinic for Providers

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.

Create New Visit

Visit Name *

Initial Appointment with Dr. Harrison

Edit

Time *

Now

Later

Mon 03/28/2022

01:00 PM

Does not repeat

Visit Type *

Video

Phone

In Person

Visit Option *

15-min Consultation

+ New

Add Patient *

Search by name, email, phone # and more...

+ New

Patient will be notified automatically via email and text message

MORE OPTIONS

+ Other guest

+ Reminder

Cancel

Create Visit

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.

Create New Visit

Visit Name *

Follow-up Appointment with Dr. Harrison

Use default

Time *

Now

Later

Mon 03/28/2022

01:00 PM

Does not repeat

Visit Type *

Video

Phone

In Person

Visit Option *

15-min Consultation

+ New

Add Patient *

Brianna Williams (brianna.williams.forever@gmail.com) ×

+ New

Patient will be notified automatically via email and text message

MORE OPTIONS

+ Other guest

+ Reminder

Cancel

Create Visit

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

Confirm New Visit

Visit Name	Follow-up Appointment with Dr. Harrison
Time	Mon, Mar 28, 2022 01:00 PM (PDT)
Visit Type	Video
Room	e-Rx UAT
Visit Option	15-min Consultation
Patient	Brianna Williams
Provider	John Harrison

Back

Confirm

New Visit Confirmed

Visit Name	Follow-up Appointment with Dr. Harrison
Time	Mon, Mar 28, 2022 01:00 PM (PDT)
Visit Type	Video
Visit Option	15-min Consultation
Patient	Brianna Williams
Provider	John Harrison
Room	e-Rx UAT

Go To Visit Page

Viewing Confirmations and Updates with an Appointment Name

Provider Side

Confirmation: Follow-up Appointment with Dr. Harrison

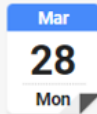


Inbox x



ePrescribe CC Dev <noreply@vsee.com>

to john



Appointment with Brianna Williams at ...

When Mon Mar 28, 2022 1pm – 1:15pm (PDT)

Who John Harrison*

[Add to calendar »](#)

Dear John,

A new appointment is confirmed

Date: 01:00 PM on Mon, Mar 28 2022 (PDT)

Visit Type: Video

Please log into the portal 15 minutes before the scheduled time.

[Go To Your Dashboard](#)

[Click here](#) to review, edit or cancel the appointment

If you have any questions, please contact us at support@vsee.com or 650.560.7140.

Thank you for using **ePrescribe CC Dev**!

Update: Follow-up Appointment with Dr. Harrison

Inbox x

A

ePrescribe CC Dev <noreply@vsee.com>
to john

Mar

28

Mon

Appointment with Brianna Williams at ...

When Mon Mar 28, 2022 3pm – 3:15pm (PDT)

Who John Harrison*

[Add to calendar »](#)

Dear John,

Your ePrescribe CC Dev appointment at 01:00 PM on Mon, Mar 28 2022 (PDT) has been changed.

- New Date: 03:00 PM on Mon, Mar 28 2022 (PDT)

To prepare for the appointment, log into your dashboard before the scheduled time by clicking the button below.

Go To Your Dashboard

[Click here](#) to review, edit or cancel the appointment

If you have any questions, please contact us at support@vsee.com or 650.560.7140.

Thank you for using **ePrescribe CC Dev**!

Canceled: Follow-up Consultation with Dr. Harrison

Inbox x

Print

Share

A

ePrescribe CC Dev <noreply@vsee.com>
to john

5:03 PM (0 minutes ago) ☆ ↶ ⋮

Dear John,

The following appointment has been canceled:

Date: 03:00 PM on Mon, Mar 28 2022 (PDT)

If you have any questions, please contact us at support@vsee.com or 650.560.7140.

Thank you for using **ePrescribe CC Dev**!

↶ Reply

↶ Reply all

➦ Forward

Patient Side

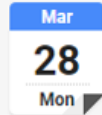
Confirmation: Follow-up Appointment with Dr. Harrison

Inbox x



ePrescribe CC Dev <noreply@vsee.com>

to me ▾



Appointment with John Harrison at ePr...

When Mon Mar 28, 2022 8pm – 8:15pm (UTC)

Who John Harrison*

[Add to calendar »](#)

Dear Brianna,

Your appointment at ePrescribe CC Dev is now confirmed.

Date: 01:00 PM on Mon, Mar 28 2022 (PDT)

Visit Type: Video

Please log into the portal 15 minutes before your scheduled time.

[Start Visit](#)

You are recommended to test your device before the visit to ensure stable call quality.

[Test Your Device](#)

If you have any questions, please contact us at support@vsee.com or 650.560.7140.

Thank you for using ePrescribe CC Dev!

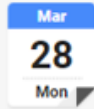
Update: Follow-up Appointment with Dr. Harrison

Inbox X



ePrescribe CC Dev <noreply@vsee.com>

to me ▾



Appointment with John Harrison at ePr...

When Mon Mar 28, 2022 10pm – 10:15pm (UTC)

Who John Harrison*

[Add to calendar »](#)

Dear Brianna,

Your ePrescribe CC Dev appointment at 01:00 PM on Mon, Mar 28 2022 (PDT) has been changed.

Latest appointment detail:

- Date: 03:00 PM on Mon, Mar 28 2022 (PDT)
- Visit Type: Video
- Visit Option: 15-min Consultation
- Room: e-Rx UAT
- Provider: John Harrison

Please log into the waiting room 15 minutes before your scheduled time. You may click the button below to log in:


[Start Visit](#)

You are recommended to test your device before the visit to ensure stable call quality.

[Test Your Device](#)



If you have any questions, please contact us at support@vsee.com or 650.560.7140.

Thank you for using ePrescribe CC Dev!

VSee Clinic [Home](#) [Visits](#) [Health](#) [Help](#)  Brianna William... ▾

Visits ▾ Visit #343421

VISIT DETAILS

13 Days To Visit  

Information

Visit Name: Follow-up Consultation with Dr. Harrison

Date: Mon, 03/28/2022 03:00 PM

Provider: John Harrison, M.D.

Visit Type: Video

Dial-in: +1.209.370.2123 (PIN 205642)

Intake: [View](#)


Payment

Amount: USD 15

Payment Status: Invoice created.

Powered by VSee

Canceled: Follow-up Consultation with Dr. Harrison Inbox ×

 **ePrescribe CC Dev** <noreply@vsee.com>
to me ▾


Dear **Brianna**,


Your **ePrescribe CC Dev** appointment with **John Harrison** has been canceled.

Date: **03:00 PM on Mon, Mar 28 2022 (PDT)**

If you have any questions, please contact us at support@vsee.com or 650.560.7140.

Thank you for using **ePrescribe CC Dev**!

 Reply

 Forward

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

Last updated on: 14 March 2022

Tags
appointment name

descriptive name

scheduling

visit name