

## How to Add Multiple Providers to an Appointment

Harry - 2023-07-12 - Scheduling

Sometimes you need multiple providers to co-host a visit. You can now do this with scheduled appointments only. We've added functionality so when you create an appointment, you can add as many co-host providers as you need.

All co-hosts can modify the appointment as needed. They will also have hosting privileges during the video call such as being able to mute-all participants.

When would I use multi-hosted visits?

- For doing breakout sessions during a group appointment.
- For including a back-up provider on the appointment.
- For automatically notifying a front desk admin if the primary provider becomes unavailable.
- For other workflows specific to you.

### How to add multiple providers to an appointment

1. Click "+ more provider" when scheduling a new visit.



2. Review details and click the "Confirm" button if everything is correct.

## Confirm New Visit

Time

Tue, Jul 27 2021 02:00 PM (PDT)

Visit Type

Video

Room

VSee Clinic

Visit Option

15-min Consultation

Patient

Nathan Cook

Provider

John Smith, Sarah Brown, Jane Ha, Thomas Miller

Reminder


1 day before, 12 hours before

BACK

CONFIRM

- If there are no conflicts with any of the guest providers' schedules, the new visit will be confirmed.

Note: Any of the added providers will be able to edit the scheduled visit.



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Link:

<https://clinic.vsee.com/visits/start/12345>


Telephone:





+1.555.370.2123

Meeting PIN:

784085

Guest invite link:

<https://clinic.vsee.com/visits/join/60fb03d79dd84ad4826378810a7d64b7>  Copy

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Need more assistance) } }? Send us an email at [help@vsee.com](mailto:help@vsee.com) or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

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