VSee health

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

3. 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.

New Visit Confirmed

Time	Tue, Jul 27, 2021 02:00 PM (PDT)
Visit Type	Video
Visit Option	15-min Consultation
Patient	Nathan Cook
Provider	John Smith, *Sarah Brown, Jane Ha, Thomas Miller*
Room	VSee Clinic
Reminder	1 day before, 12 hours before

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/60fb03d79dd84ad48263788 10a7d64b7 ⧉ Copy

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