



How to Add Multiple Providers to an Appointment

Harry - 2022-09-14 - 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.

Create New Visit

Time *
NOW LATER 02:00 PM
Does not repeat

Visit Type *
VIDEO PHONE IN PERSON

Visit Option *
Individual 15-min Consultation + New

Add Patient *
Nathan Cook (nathancook@email.com) x + New

Patient will be notified automatically via email and text message

MORE OPTIONS
+ More provider + Other guest + Reminder

CANCEL CREATE VISIT

2. Type the first few letters of the provider's name and search from the suggested dropdown list of providers. Select all the providers you would like to add to the appointment, then click the "Create Visit" button.

Create New Visit

Time *
NOW LATER 02:00 PM
Does not repeat

Visit Type *
VIDEO PHONE IN PERSON

Visit Option *
Individual 15-min Consultation + New

Add Patient *
Nathan Cook (nathancook@email.com) x + New
Patient will be notified automatically via email and text message

MORE OPTIONS

Add more provider You are the primary provider
Sarah Brown - sarahbrown@vsee.com x Jane Ha - janeha@vsee.com x Thomas Miller - thomasmiller@vsee.com x

+ Other guest + Reminder

CANCEL CREATE VISIT

3. 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

4. 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/60fb03d79dd84ad4826378810a7d64b7>  Copy



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