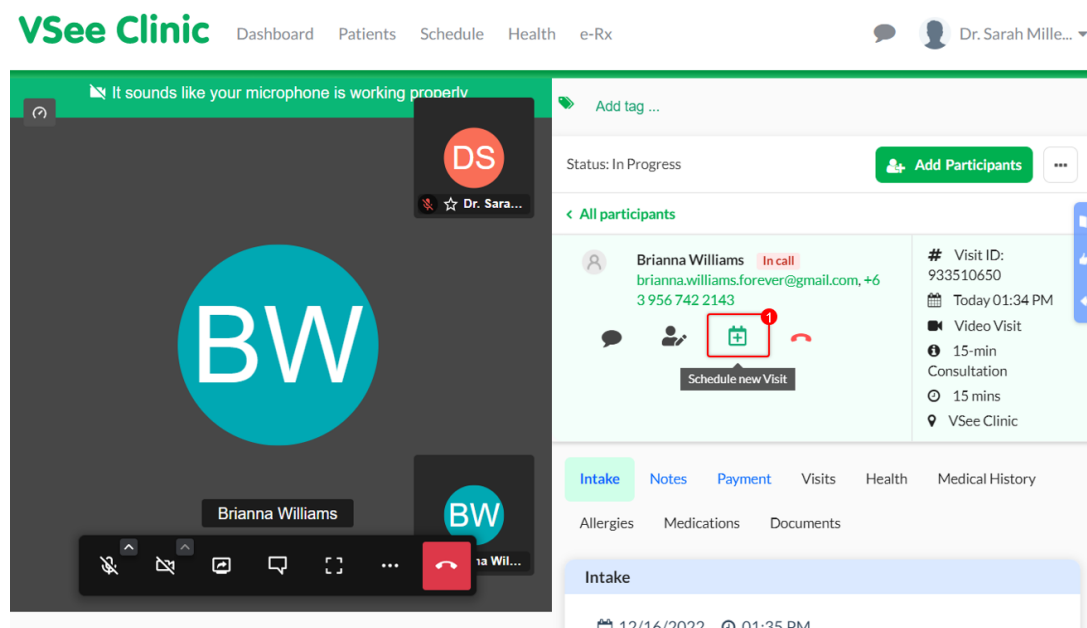


How to Create a Follow-up Appointment for the Patient

Jay-Ileen (Ai) - 2022-12-19 - VSee Clinic for Providers

You can easily create a follow-up appointment, while you are on the call with your patient or when viewing the Visit Page of a patient.

1. Click on the **Schedule new Visit** icon.



A pop-up window will appear - showing the **Create New Visit** page.

*Note: You can edit the Visit Name by clicking on **Edit** or use the default Visit name.*

2. Indicate the **date** and **time** of the appointment.

3. Choose the **Visit Type**.

4. Select the **Visit Option**.

Notes:

- You can add more visit options by clicking on the **+New** button.
- If the appointment is for another patient, you can remove the current patient in the **Add Patient** field and type in the email address of the patient for the visit.
- For **MORE OPTIONS**, you can add secondary providers under **+More provider**, guests under **+Other guest**, and send reminders to the participants of the

visit under **+Reminders**.

5. Click on **Create Visit**.

VSee Clinic Create New Visit

Visit Name* VSee Academy Appointment Edit

Time* Now Later Fri 12/16/2022 01:50 PM
Does not repeat

Visit Type* Video Phone In Person

Visit Option* Individual 15-min Consultation + New

Add Patient*
Brianna Williams (brianna.williams.forever@gmail.com) x
Patient will be notified automatically via email and text message

MORE OPTIONS
+ More provider + Other guest + Reminder

Create Visit

6. Click on **Confirm** to complete creating the scheduled appointment.

Confirm New Visit

Visit Name VSee Academy Appointment

Time Fri, Dec 16, 2022 04:00 PM (PST)

Visit Type Video

Room VSee Clinic

Visit Option 15-min Consultation

Patient Brianna Williams

Provider Dr. Sarah Miller

Back Confirm

Note: The screenshots used above are taken using the new visit page version. To know how to switch to the new version, read: [Three Ways to Switch From Old to New Visit Page](#).

If you have any questions, please contact us at help@vsee.com.

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Tags

appointment

follow-up

scheduled

visit