

How to Create On-Call Slots

Jay-Ileen (Ai) - 2023-10-26 - [Scheduling](#)

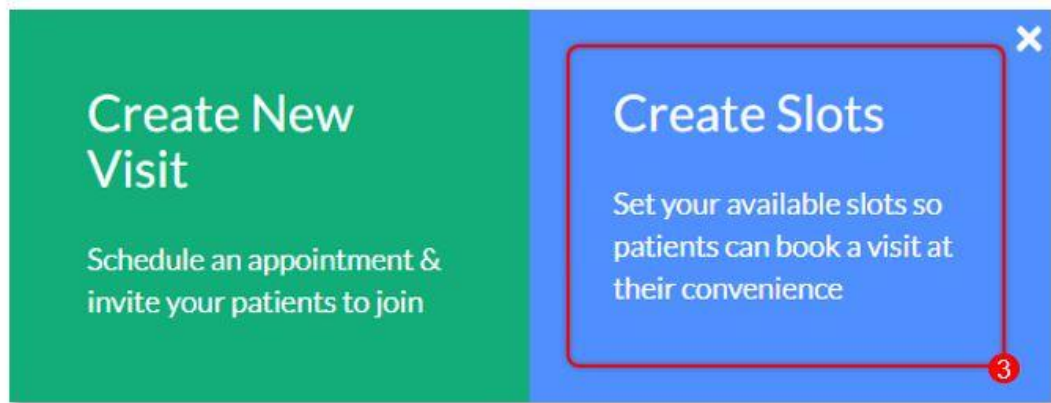
It's important that Providers have already set up their On-Call slots on their Calendar.

Please contact [Sales](#) or your Account Manager to enable this feature in your Clinic.

1. Go to your **Schedule** tab.
2. Click on the **+Create** button OR drag from the Calendar the specific time slots you are available for walk-in visits.

The screenshot displays the VSee Clinic user interface. At the top, the 'VSee Clinic' logo is on the left, and navigation links for 'Dashboard', 'Patients', and 'Schedule' are in the center. The 'Schedule' link is highlighted with a red box and a red circle with the number 1. On the right, the user's profile 'Dr. Sarah Bays' is shown. Below the navigation bar, the 'SCHEDULE' section is visible, showing the date range 'Aug 13 - 19, 2023'. The 'Week' view is selected. A '+ CREATE' button is highlighted with a red box and a red circle with the number 2. The calendar grid shows time slots from 6:30 AM to 9:00 AM. A red dashed box highlights a slot on Friday, August 18th, at 8:30 AM.

3. Select **Create Slots**.

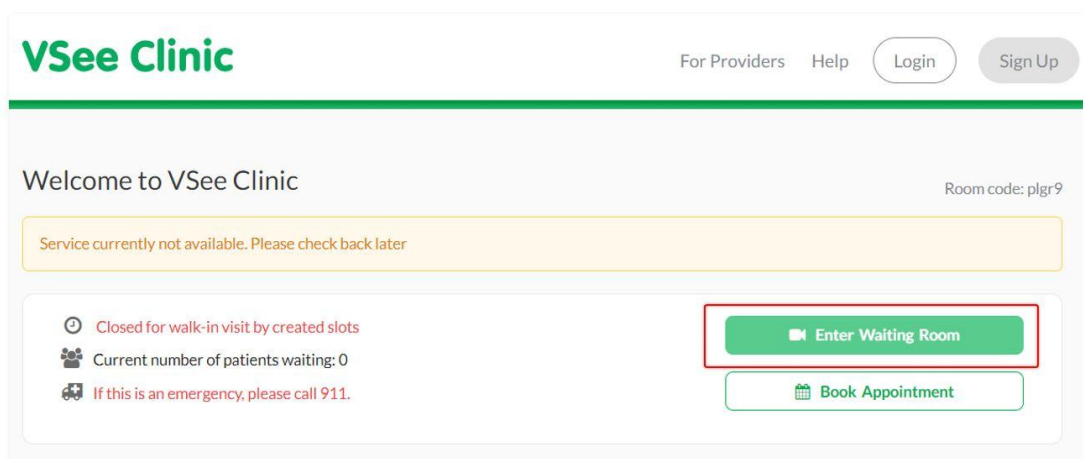


4. Under the Purpose field, click **On-call**.
5. For Providers assigned to multiple Clinics, you can assign which Clinics you want to set up the on-call hours.
6. Select the **Date**, **Start time**, and **End time** of the on-call hours.
7. You can also set it up for recurring visits.
8. Click on **Confirm** to save.

The 'Create Slot' form contains the following fields and callouts:

- Purpose:** Two buttons, 'Appointment' and 'On-Call'. The 'On-Call' button is highlighted with a red box and a red circle with the number 4.
- Clinic:** A dropdown menu showing 'VSee Academy (vsee-academy.vsee.io)'. It is highlighted with a red dashed box and a red circle with the number 5.
- When:** Three input fields: a date field with '08/18/2023', a 'Start Time' dropdown, and an 'End Time' dropdown. These three fields are grouped by a red box with a red circle with the number 6.
- Repeat:** A dropdown menu showing 'Does not repeat'. It is highlighted with a red dashed box and a red circle with the number 7.
- Buttons:** 'Close' and 'Confirm' buttons at the bottom right. The 'Confirm' button is highlighted with a red box and a red circle with the number 8.

If there are no Providers with on-call slots created, the **Enter Waiting Room** button on the landing page of the Clinic will be greyed out.



Related Articles

- [How to Set up Walk-in Hours for On Call Schedule](#)
- [How to Configure Alert Settings \(Admin\)](#)

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

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