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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 <u>Sales</u> 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.

VSee Clinic Dashboard Patients Schedule									
SCHEDULE	< >	< > Aug 13 - 19, 2023			Today Month Week Day + CREATE				τε
(UTC-07:00) Pacific Time		13 Sun	14 <sub>Mon</sub>	15 Tue	16 Wed	<b>17</b> Thu	18 Fri	19 Sat	
Time division       10 v       Minutes	7:00 AM								
Show consultations	7:30 AM								
Legend A	8:00 AM								
<ul> <li>Open slot</li> <li>Open slot (on- call)</li> </ul>	8:30 AM								
Confirmed (one-	9:00 AM					Ĺ			

3. Select Create Slots.

## Create New Visit

Schedule an appointment & invite your patients to join

## **Create Slots**

Set your available slots so patients can book a visit at their convenience

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.

urpose:	Appointment	n-Call			
linic:	VSee Academy (vsee-ac	4 6 ademy.vsee.io)			
When:	08/18/2023	Start Time	~	End Time	~
lepeat:	Does not repeat	~			6

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.

For Providers Help Login Sign Up				
Room code: plgr9				
Enter Waiting Room				

**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 <u>help@vsee.com</u> or check out the <u>Help</u> section under the Profile Menu of your VSee Clinic.

Tags How to Create On-Call Slots on call schedule

Related Content

• The On-Call Schedule Feature