

How to Create On-Call Slots

Jay-Ileen (Ai) - 2023-10-26 - Scheduling

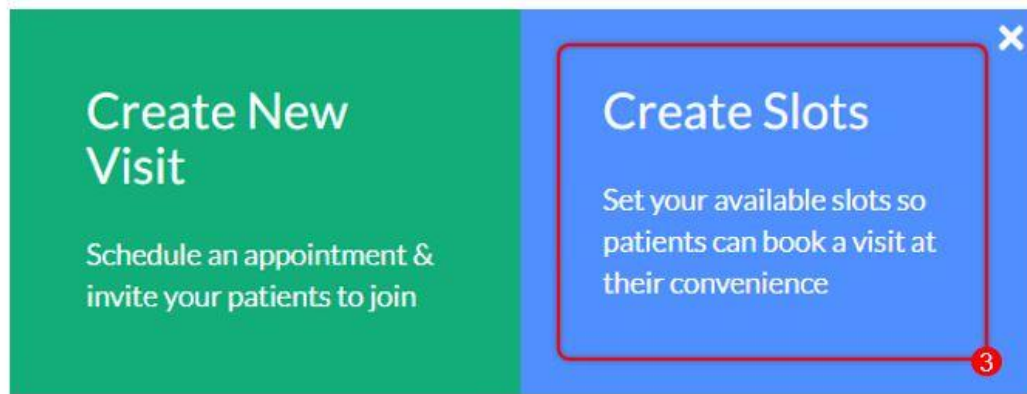
It's important that Providers have already set up their On-Call slots on their Calendar.

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 scheduling interface. At the top, the 'VSee Clinic' logo is on the left, and navigation tabs for 'Dashboard', 'Patients', and 'Schedule' are in the center. The 'Schedule' tab is highlighted with a red box and a red '1'. On the right, the user's profile 'Dr. Sarah Bays' is shown. Below the navigation bar, the 'SCHEDULE' section shows the date range 'Aug 13 - 19, 2023' and view options: 'Today', 'Month', 'Week', and 'Day'. The 'Week' view is selected. A red box with a red '2' highlights the '+ CREATE' button. On the left side, there are settings for 'Timezone' (UTC-07:00 Pacific Time), 'Time division' (10 Minutes), and a 'Legend' with options for 'Open slot' (checked), 'Open slot (on-call)' (checked), and 'Confirmed (one-one)' (unchecked). The main calendar grid shows days from Sunday to Saturday. Friday, August 18th, is highlighted in green. A red dashed box highlights a specific time slot on Friday, August 18th, from 8:30 AM to 9:00 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.

Create Slot

Purpose:

Appointment

On-Call

Clinic:

VSee Academy (vsee-academy.vsee.io)

When:

08/18/2023

Start Time

End Time

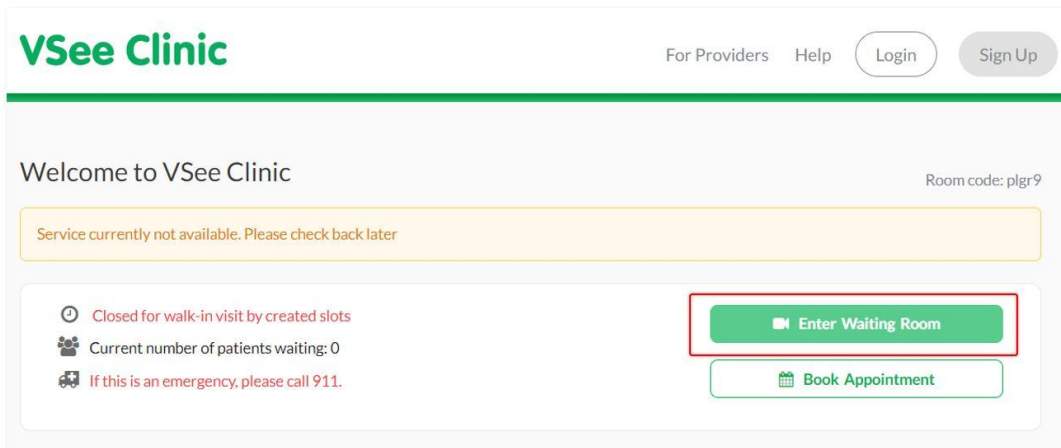
Repeat:

Does not repeat

Close

Confirm

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.

Tags

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on call schedule

Related Content

- [The On-Call Schedule Feature](#)