



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.

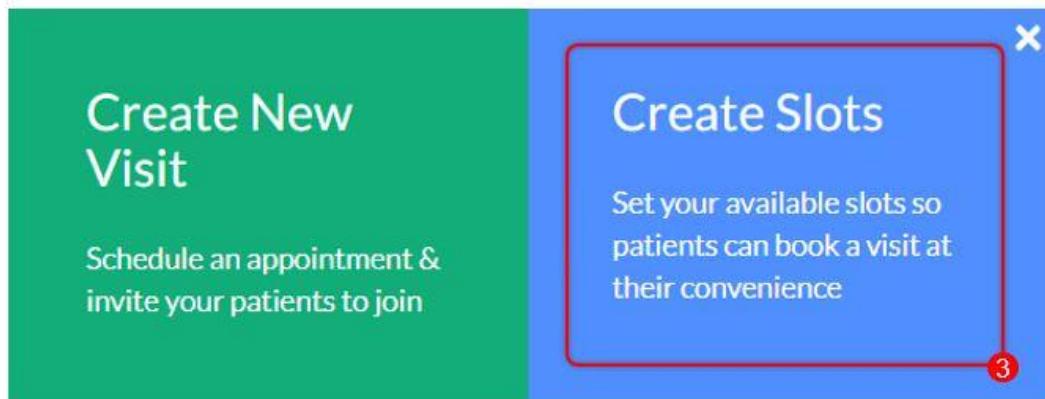
Please contact [Sales](#) or your Account Manager to enable this feature in your Clinic.

1. Go to your **Schedule** tab.

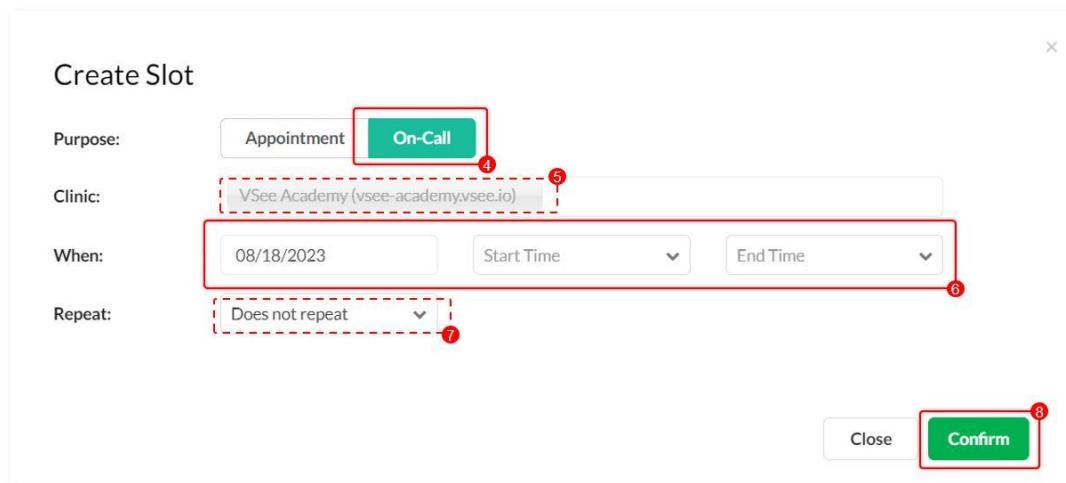
2. Click on the **+CREATE** button OR drag from the Calendar the specific time slots you are available for walk-in visits.

The screenshot shows the VSee Clinic interface with the 'Schedule' tab selected (marked with a red box and a red number 1). The calendar view shows the week from Aug 13 to Aug 19, 2023. The 'Week' tab is highlighted (marked with a red box and a red number 2). The 'CREATE' button is located in the top right corner of the calendar area. On the left, there are settings for 'Timezone' (Pacific Time) and 'Time division' (10 Minutes). A legend on the left indicates three types of slots: 'Open slot' (blue), 'Open slot (on-call)' (purple), and 'Confirmed (one-one)' (orange). A specific time slot on Friday, Aug 18, from 8:30 AM to 9:00 AM is highlighted with a dashed red box.

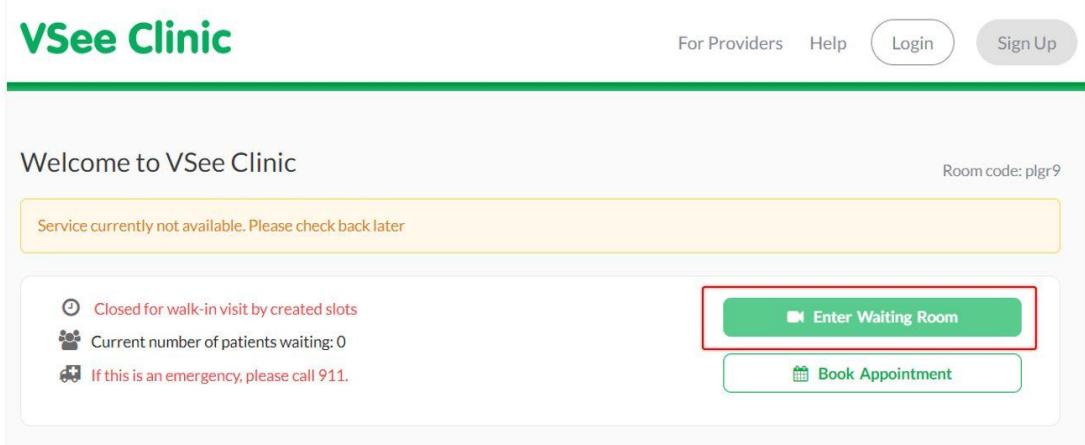
3. Select **Create Slots**.



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.



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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