

How to Create On-Call Slots

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

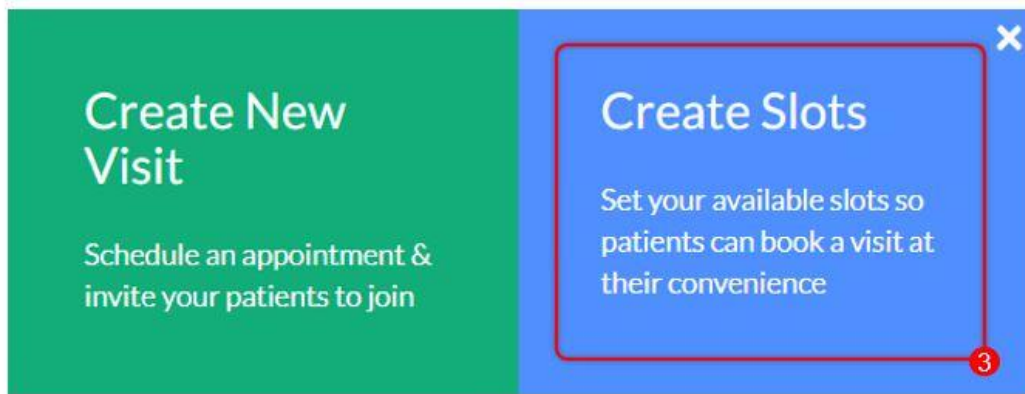
It's important that Providers have already set up their On-Call slots on their Calendar.

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. At the top, there are navigation tabs: 'Dashboard', 'Patients', and 'Schedule'. The 'Schedule' tab is selected and highlighted with a red box and a red '1'. To the right of the navigation is a user profile for 'Dr. Sarah Bays'. Below the navigation is a header for the 'SCHEDULE' view, showing the date range 'Aug 13 - 19, 2023' and view options: 'Today', 'Month', 'Week', and 'Day'. The 'Week' view is selected. A green '+ CREATE' button is highlighted with a red box and a red '2'. On the left side, there are settings for 'Timezone' (UTC-07:00 Pacific Time), 'Time division' (10 Minutes), and a 'Legend' section with checkboxes for 'Open slot', 'Open slot (on-call)', and 'Confirmed (one-one)'. The main area is a calendar grid for the week of August 13-19, 2023. The grid shows time slots from 7:00 AM to 9:00 AM. A red dashed box highlights a slot on Friday, August 18th, between 8:30 AM and 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: 4

Clinic: 5

When: 6

Repeat: 7




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.

Welcome to VSee Clinic

Room code: plgr9

Service currently not available. Please check back later

-  Closed for walk-in visit by created slots
-  Current number of patients waiting: 0
-  If this is an emergency, please call 911.

 Enter Waiting Room

 Book Appointment

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](#)