

Knowledgebase > VSee Clinic for Providers > Basic Workflow > How to Create Visit Slots

How to Create Visit Slots Jessica - 2023-08-09 - Basic Workflow

Patients are more inclined to keep their appointments when they can do so on their own terms, without driving or scheduling a ride to your office. And when patients do cancel or you have a no-show, you can easily fill the slots left empty on your schedule with visits with other patients. This gives patients in your practice the ability to enjoy walk-in convenience from home, with handy online scheduling through your VSee Clinic.

## Set Up your Visit Time Slots

1. On your provider dashboard, click the **Schedule** tab from the top menu.



2. Click the **+Create** button or click and drag on the calendar for your available visit time slots.

<b>VSee Clini</b>	C Dasht	ooard Patien	ts Schedule	e-Rx			9	Sarah Mille	er 🔻
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3. Then select **Create Slots.** 

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Completed	5:00 PM								
Canceled	5:30 PM								

4. Specify the start date, then the start time and end time of your preferred time slots.

You can customize and set it to repeat on specific days of the week.

5. Click **Confirm** to save.

VSee								ah Miller ▼
	Create Slot							
SCHEDULE W	/hen:	04/06/2023		01:30 PM	* •	04:00 PM	× •	CREATE
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You will see a notification that you have successfully created the slots.

You will see the created visit time slots on your calendar with a blue background.

Slot created successfully.								
CHEDULE	<	Apr 2 – 8,	2023		Тс	Month	Week Day	+ CREATE
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In Progress Missed	4:30 PM							
Completed	5:00 PM							
Canceled								

Your patients can now book an appointment with you through the Clinic landing page.

Getting ready for your visit? <u>Test your devic</u>	<u>e here</u>
VSee Clinic	For Providers Help Login Sign Up
Welcome to Training	Room code: vsee-training
<ul> <li>Open</li> <li>Current number of patients waiting: 0</li> <li>If this is an emergency, please call 911.</li> <li>Hi Patient,</li> </ul> Please enter the waiting room 10 minutes before the scheduled time, and make sure to allow your microphone and camera for VSee Clinic to access. Thank you.	Enter Waiting Room     Book Appointment     Submit E-Consult
Our Providers	
Adryan Nopre Available Accepts E-Consult Message	Dr. Sarah Miller ENT Specialist • Available Accepts E-Consult Message

## Scope and Limitations

• The Scheduling feature is available only for Enterprise, Premium, and Plus Clinics.

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.

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