



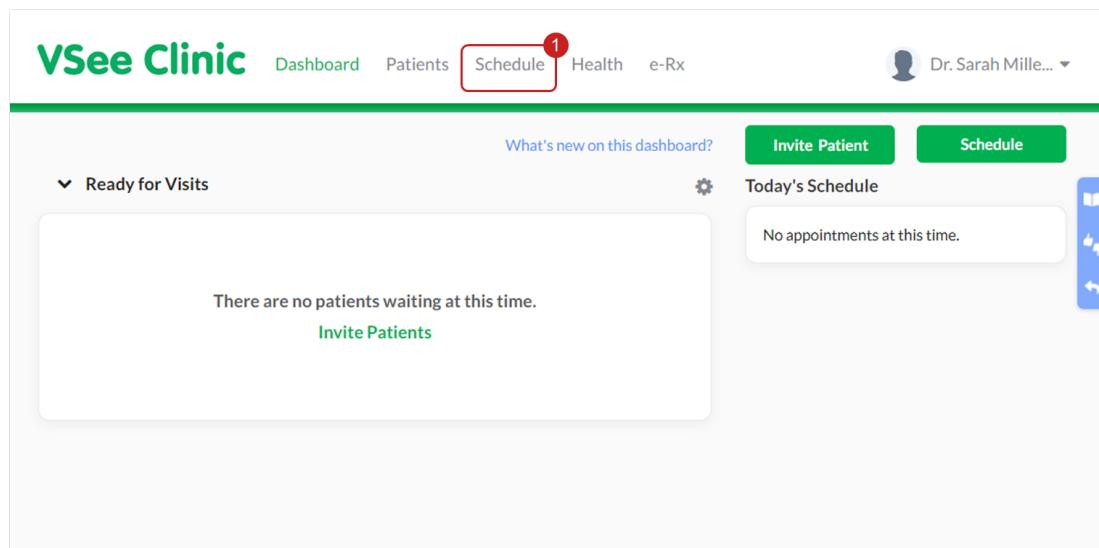
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## How to Schedule a Group Appointment from the Schedule Tab (Provider)

Janette Esteban - 2022-12-28 - [VSee Clinic for Providers](#)

Sometimes a scheduled appointment must be attended by multiple participants. This can be done through Group Appointment which can be one of the Visit options available in your clinic. Follow the steps below to initiate this type of Visit next time.

1. From the Provider's Dashboard view, click on **Schedule**.



2. Click on **Create**.

VSee Clinic

SCHEDULE Dec 25 – 31, 2022

Timezone: (UTC-08:00) Pacific Time

Time division: 10 Minutes

Show consultations:

Legend:

- Open slot (one-one)
- Open slot (group)
- Confirmed (one-one)
- Confirmed (group)
- In Progress
- Missed
- Completed
- Canceled

9:00 AM 10:00 AM 10:30 AM 11:00 AM 11:30 AM 12:00 PM 12:30 PM

25 Sun 26 Mon 27 Tue 28 Wed 29 Thu 30 Fri 31 Sat

### 3. Select **Create New Visit**.

VSee Clinic

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**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

*Note: An alternative way to create an appointment is to select the date and time of the appointment.*

#### 4. Fill out the required fields

- Visit Name**, which is already filled out by default but could be changed by clicking on **Edit** on the right corner of the field.
- Add the **time (and date)**.
- Change frequency if necessary.
- Select the **Visit Type**.
- Select the **Visit Option** and choose **Group Appointment** (or other visit options intended for a Group Appointment).
- Add **Patients**: type in each patient's name or email address and separate using a semi-colon.

**Create New Visit**

**a** Visit Name \*  [Edit](#)

**b** Time \*

**c** Does not repeat

**d** Visit Type \*

**e** Visit Option \*

**f** Add Patient \*

Patient will be notified automatically via email and text message.

**MORE OPTIONS**

[+ More provider](#) [+ Other guest](#) [+ Reminder](#)

**5**

*Note: Scheduling a Group Appointment can only be done if the clinic has Group Visit Option.*

## Related article:

[Scheduling through the Admin Panel](#)

For further assistance, please contact us [here](#).

Last updated on: 27 December 2022

- Tags
- [group appointment](#)
- [schedule](#)