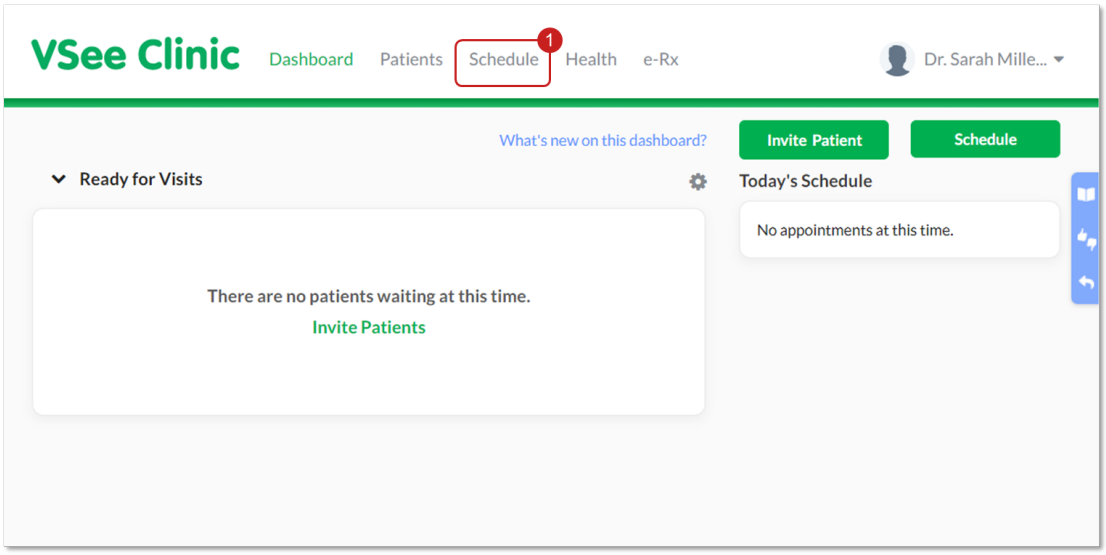
How to Schedule a Group Appointment from the Schedule Tab (Provider)

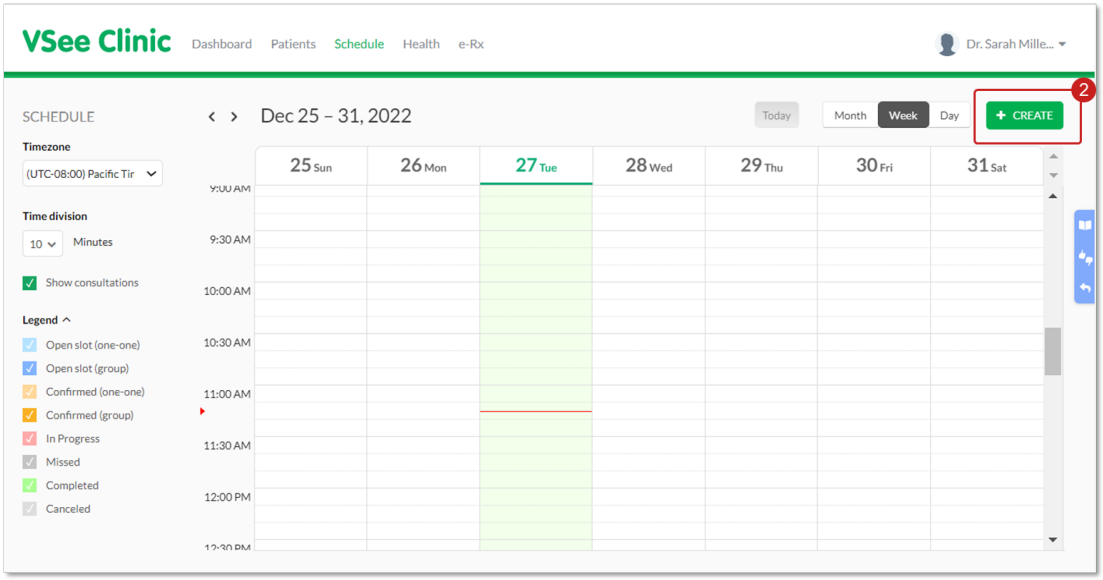
Janette Esteban - 2022-12-28 - VSee Clinic for Providers

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.

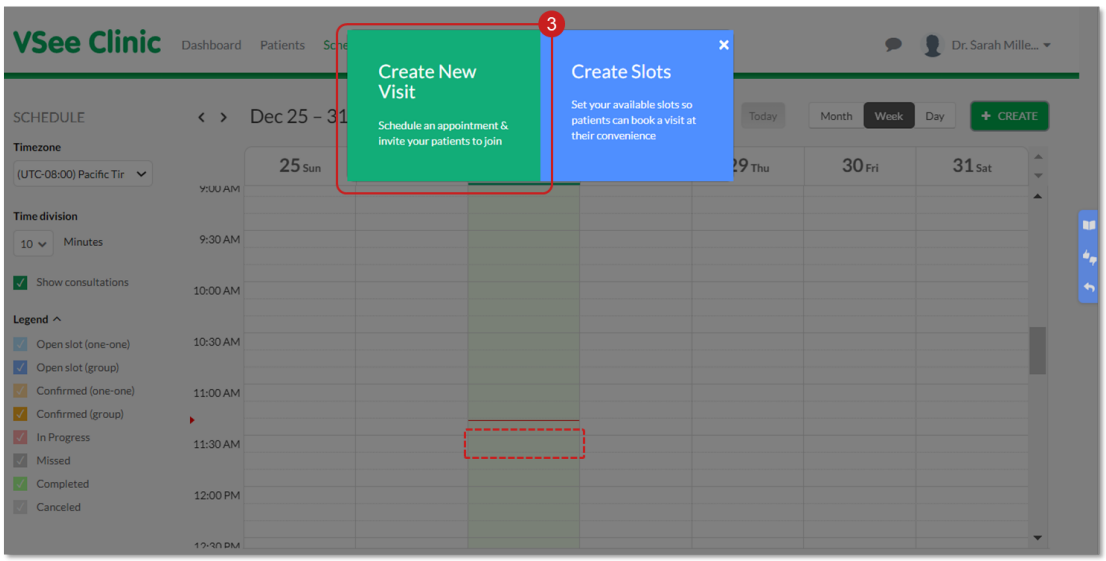
1. From the Provider's Dashboard view, click on **Schedule**.



2. Click on **Create**.



3. Select **Create New Visit**.



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

4. Fill out the required fields

a. **Visit Name,** which is already filled out by default but could be changed by clicking on **Edit** on the right corner of the field.

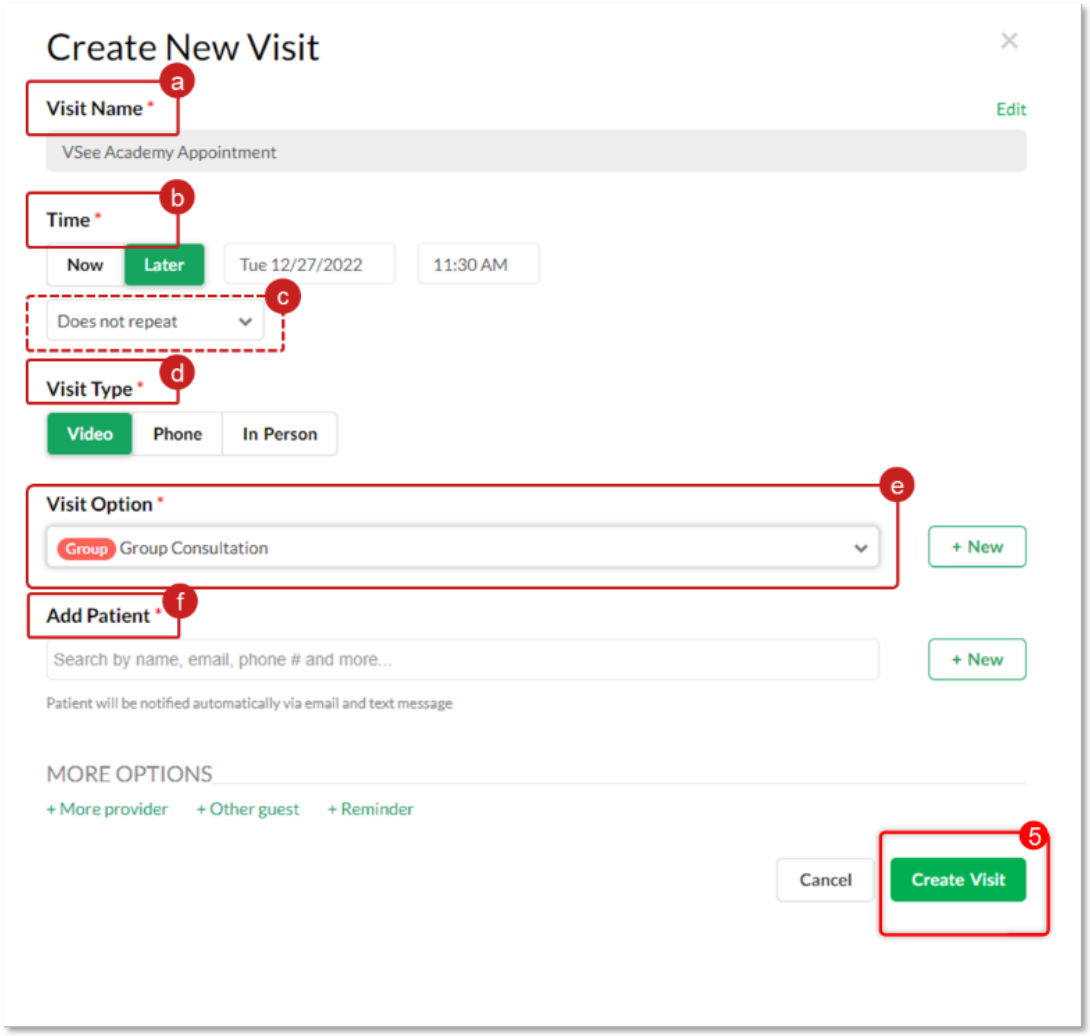
b. Add the **time (and date)**.

c. Change frequency if necessary.

d. Select the **Visit Type.**

e. Select the **Visit Option** and choose **Group Appointment** (or other visit options intended for a Group Appointment).

f. Add **Patients:** type in each patient's name or email address and separate using a semi-colon.



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