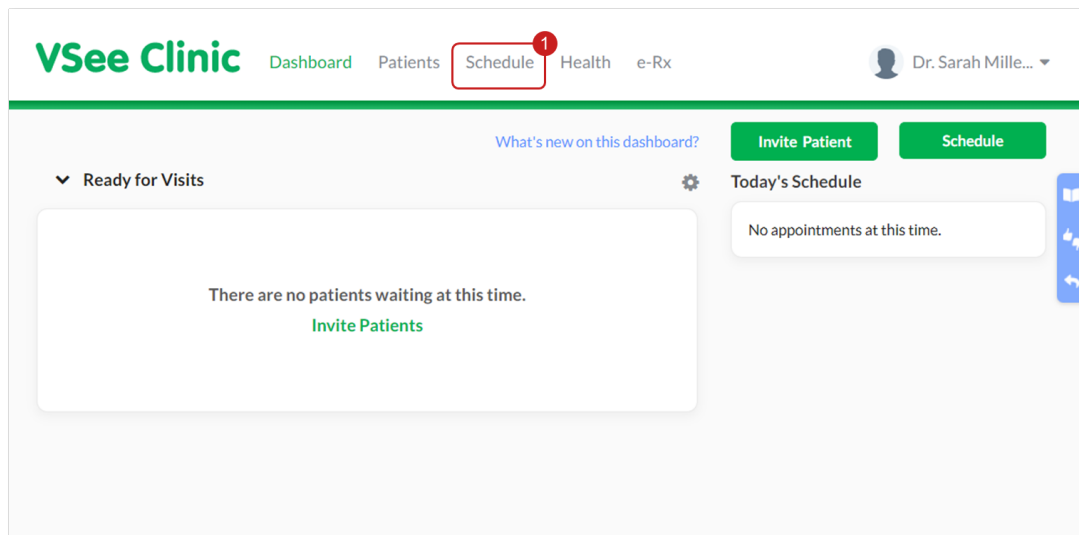


## How to Schedule a Group Appointment from the Schedule Tab (Provider)

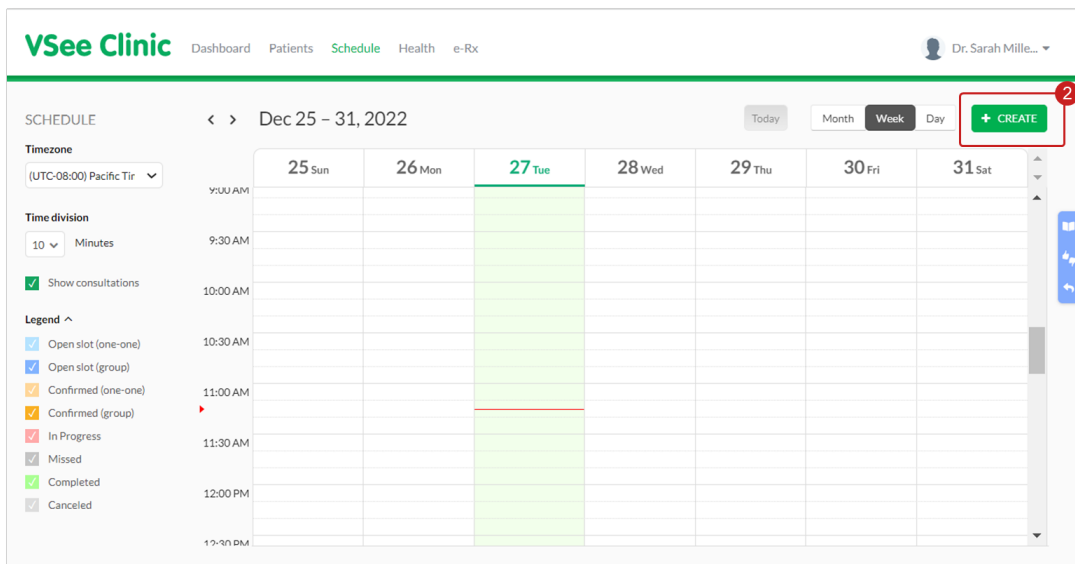
Janette Esteban - 2022-12-28 - VSee Clinic for Providers

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.

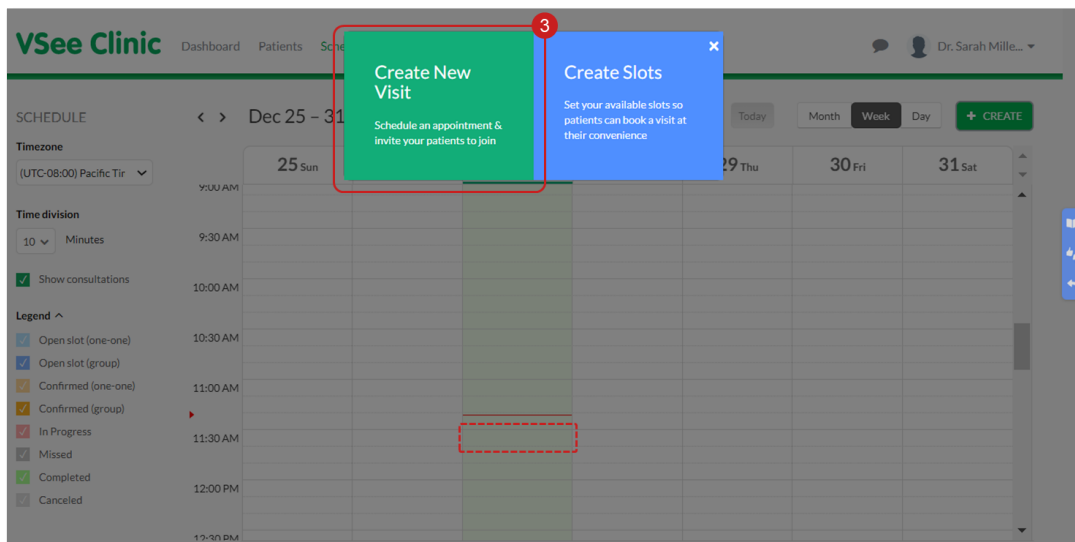
1. From the Provider's Dashboard view, click on **Schedule**.



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.

The screenshot shows the 'Create New Visit' form with the following fields and annotations:

- a**: Visit Name \* (text input field containing 'VSee Academy Appointment')
- b**: Time \* (dropdown menu with 'Now' and 'Later' options, and date/time input fields showing 'Tue 12/27/2022' and '11:30 AM')
- c**: Does not repeat (dropdown menu)
- d**: Visit Type \* (radio buttons for 'Video', 'Phone', and 'In Person')
- e**: Visit Option \* (dropdown menu showing 'Group Consultation' and a '+ New' button)
- f**: Add Patient \* (text input field with placeholder 'Search by name, email, phone # and more...' and a '+ New' button)

At the bottom of the form, there is a 'MORE OPTIONS' section with links for '+ More provider', '+ Other guest', and '+ Reminder'. At the bottom right, there are 'Cancel' and 'Create Visit' buttons, with the 'Create Visit' button annotated with a red circle containing the number '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