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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.

VSee Clinic Dashboard Patients Schedule Health e-Rx	Dr. Sarah Mille 👻
What's new on this dashboard? Ready for Visits	Invite Patient Schedule
There are no patients waiting at this time. Invite Patients	No appointments at this time.

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

2. Click on **Create**.

SCHEDULE	< > D	ec 25 – 31,	2022			Today	Month Week	Day + CREATE
Timezone		25	27	07	20	20	20	01
(UTC-08:00) Pacific Tir 🗸 🗸	YULAM	∠⊃ Sun	20 Mon	Z/Tue	28 Wed	29 Thu	30 Fri	31 Sat
Time division	7.00 AM							^
10 V Minutes	9:30 AM							
Show consultations	10:00 AM							
Legend A								
 Open slot (one-one) 	10:30 AM							
 Open slot (group) 								
 Confirmed (one-one) 	11:00 AM							
 Confirmed (group) 								
In Progress	11:30 AM							
Missed								
Completed	10.00.014							

3. Select Create New Visit.

	_		Create New	Create Slots	_			
SCHEDULE	< > Dec 25 - 31	Schedule an appointment &	Set your available slots so patients can book a visit at their convenience	Today Month Week Day + CREATE				
imezone		25.	invite your patients to join		0-	20-	21	
UTC-08:00) Pacific Tir 🗸	9:00 AM	2J sun			. Z Thu	JOPh	J I Sat	-
ime division								
10 V Minutes	9:30 AM							
Show consultations	10:00 AM							
.egend ^								
Open slot (one-one)	10:30 AM							
Open slot (group)								
Confirmed (one-one)	11:00 AM							
Confirmed (group)								
In Progress	11:30 AM							
Missed			L	;				
Completed								
Consolad	12:00 PM							

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 semicolon.

Create New Visit	×
Visit Name *	Edit
VSee Academy Appointment	
Time * Display="block">Image: Second Se	
Does not repeat	
Video Phone In Person	
Visit Option *	
Group Group Consultation	⊦ New
Add Patient	
Search by name, email, phone # and more	⊦ New
Patient will be notified automatically via email and text message	
MORE OPTIONS	
+ More provider + Other guest + Reminder	6
Cancel	e Visit

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 <u>here</u>.

Last updated on: 27 December 2022

Tags group appointment schedule