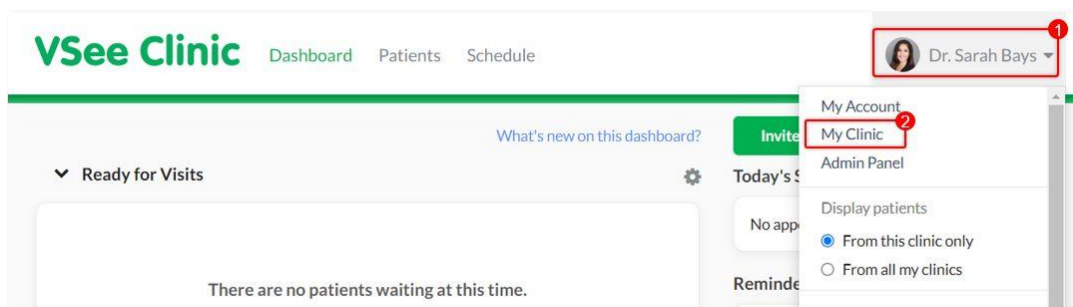


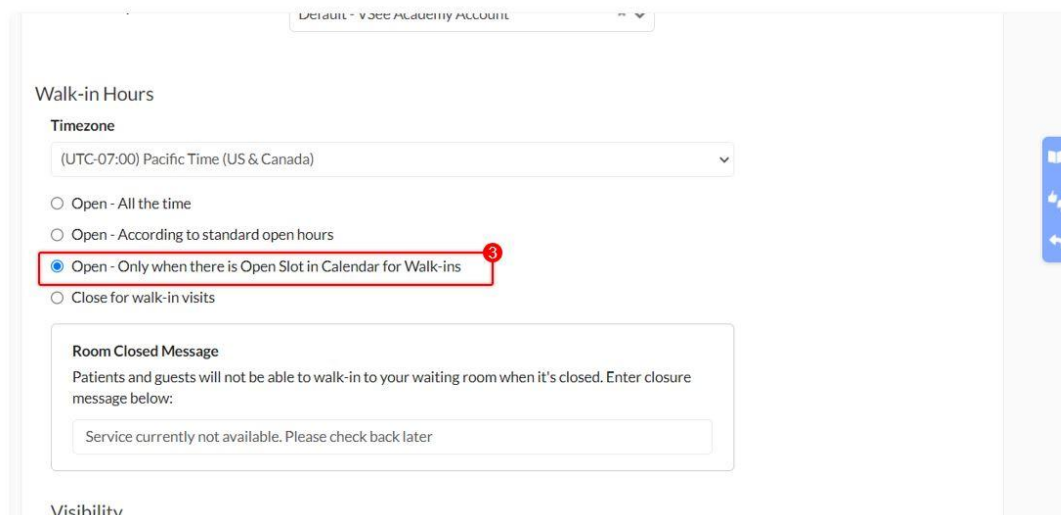
How to Set up Walk-in Hours for On Call Schedule

Jay-Ileen (Ai) - 2023-10-26 - Scheduling

1. Click on your **Name** or the **Profile Menu**.
2. Select **My Clinic**.



3. Scroll down to the **Walk-in Hours** field, and select **Open - Only when there is an Open Slot in Calendar for Walk-ins**.



4. Scroll down at the bottom of the page and click **Update** to save changes.

Unlisted - patient can only access the room using a link or a room code.

Visit Options

Description	Duration	Fee	Consultation Type	Visible to patients
15-min Consultation	15 minutes	Free Charge	Default	<input checked="" type="checkbox"/>
Group Consultation	15 minutes	Free Charge	Default	<input checked="" type="checkbox"/> ✕

[+ Add New Visit Option](#)

Update

Powered by VSee

You can unselect the **Open - Only when there is Open Slot in Calendar for Walk-ins** option on the My Clinic page and select **Open - All the time** or **Open - According to standard open hours** if you allow patients to enter the waiting room even if there are no on-call slots created.

Walk-in Hours

Timezone

(UTC-07:00) Pacific Time (US & Canada) ▼

☐ Open - All the time

☐ Open - According to standard open hours

☒ Open - Only when there is Open Slot in Calendar for Walk-ins

☐ Close for walk-in visits

Room Closed Message

Patients and guests will not be able to walk-in to your waiting room when it's closed. Enter closure message below:

Service currently not available. Please check back later

Visibility

It is recommended to change the **Room Closed Message** so that walk-in patients can see this on the Clinic landing page when there are no providers available at the time.

Walk-in Hours

Timezone

(UTC-07:00) Pacific Time (US & Canada) ▼

☐ Open - All the time

☐ Open - According to standard open hours

☒ Open - Only when there is Open Slot in Calendar for Walk-ins

☐ Close for walk-in visits

Room Closed Message

Patients and guests will not be able to walk-in to your waiting room when it's closed. Enter closure message below:

There are no Providers who are available for walk-in patients as of this time.

VSee Clinic For Providers Help Login Sign Up

Welcome to VSee Clinic Room code: plgr9

There are no Providers who are available for walk-in patients as of this time.

Closed for walk-in visit by created slots Please contact your provider.

Current number of patients waiting: 0

If this is an emergency, please call 911.

Enter Waiting Room

Book Appointment

Please contact [Sales](#) or your Account Manager to enable this feature in your Clinic.

Related Articles

- [How to Create On-Call Slots](#)

- [How to Configure Alert Settings \(Admin\)](#)

Need more assistance? Send us an email at help@vsee.com or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

Tags

How to Set up Walk-in Hours for On Call Schedule
on call schedule

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- [The On-Call Schedule Feature](#)