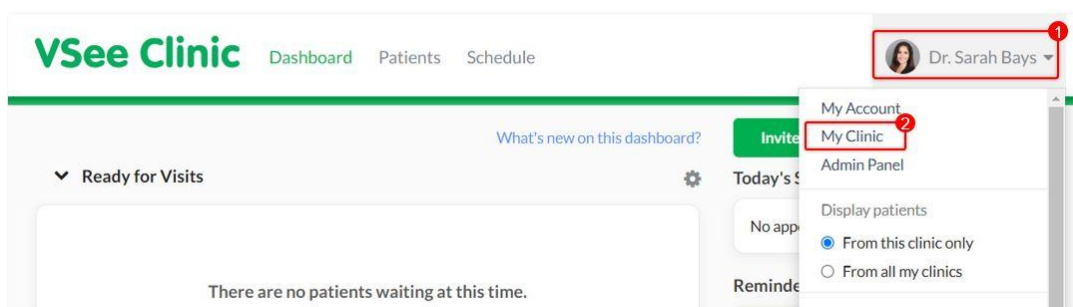


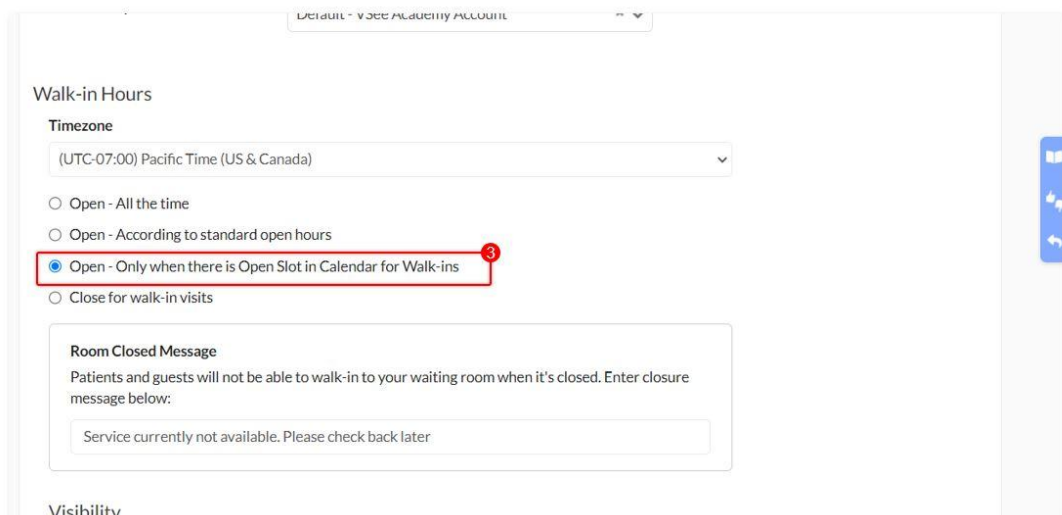
## How to Set up Walk-in Hours for On Call Schedule

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"/> <span style="color: green;">✕</span> |

[+ 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](mailto: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

Related Content

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