VSeehealth

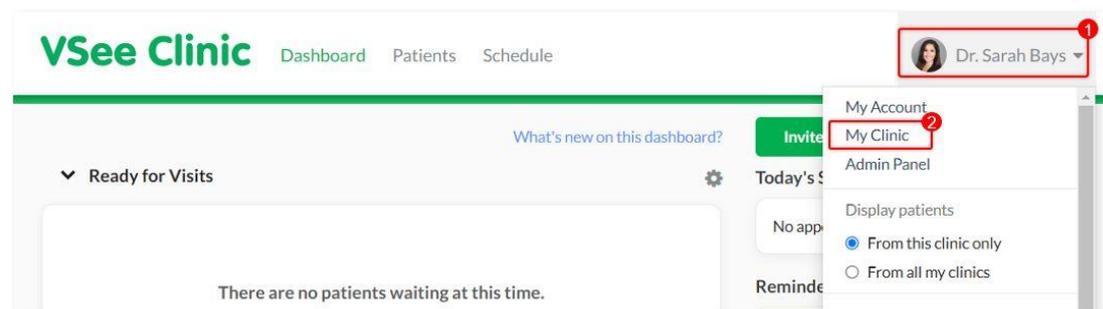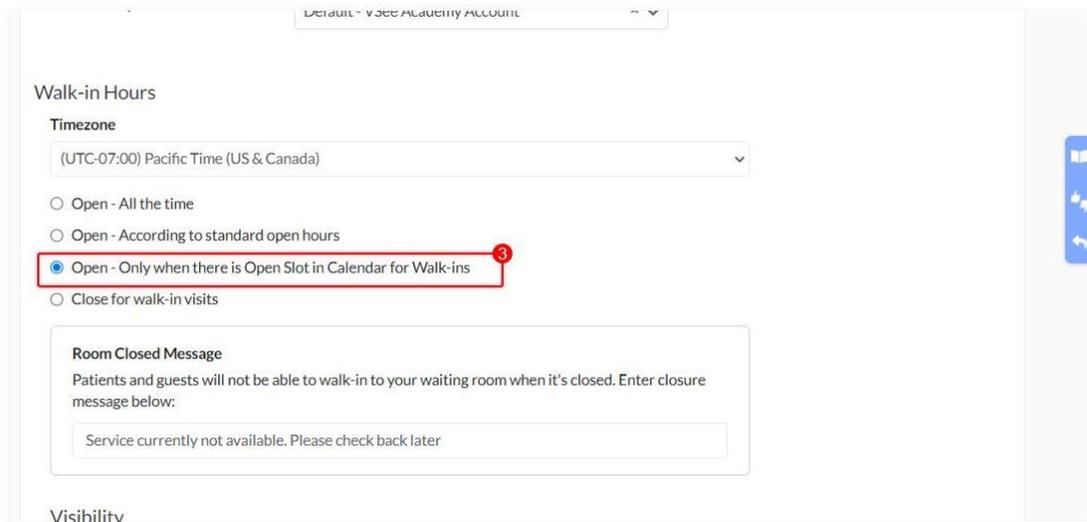# How to Set up Walk-in Hours for On Call Schedule

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.

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.

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.

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.

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