VSeehealth

How to Update Provider Contact Info

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How to Update Your Clinic Contact Information

1. Click on your name or the **profile menu** in the top right corner.

2. Select **My Clinic** from the dropdown.

3. Under Clinic Contact Information update:

Appointment / Office Phone – Enter the phone number patients should call for appointments, billing, or medical questions.

Administrative Email – Enter the email address patients should use for non-urgent clinic matters.

Click the **Update** button to save your changes.

What Patients See

Once updated, this information automatically appears on the patient side

under **Help - Contact and Support**:

Clinic Contact Info
For Appointments, Billing, or Medical Questions

[administrative email]

[appointment/office phone]

Technical support information remains separate and is automatically included:
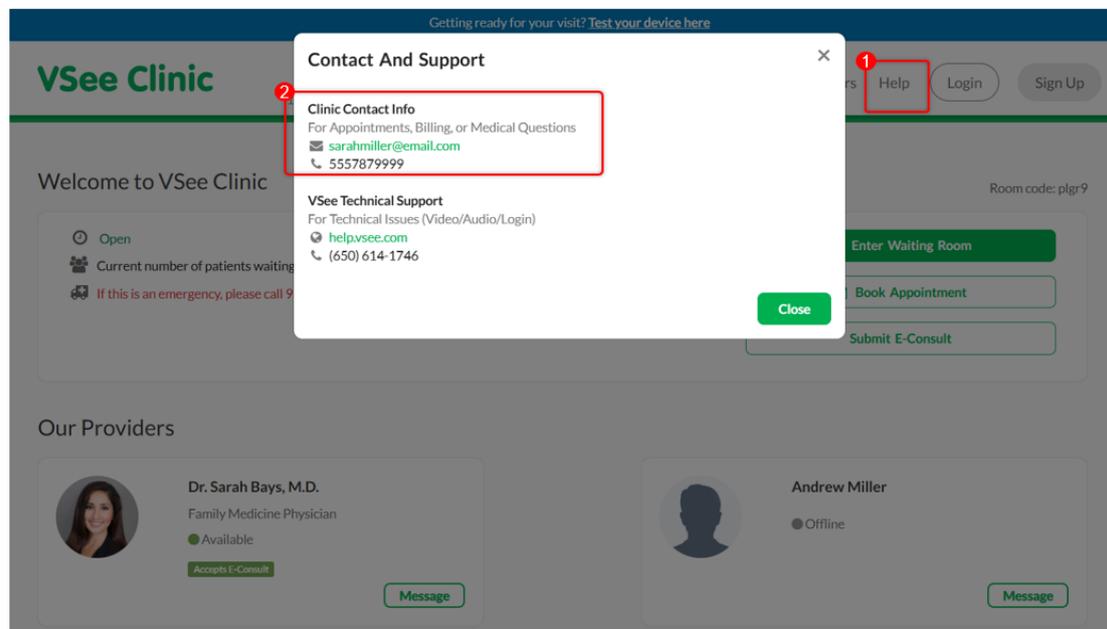
VSee Technical Support
For Technical Issues (Video/Audio/Login)

helpvsee.com

(650) 614-1746

Note:

- *The Clinic Contact Information fields are optional. If left blank, they will not appear on the patient side.*

- *Technical support contact information cannot be changed. This ensures patients always have a place to turn for camera or login issues.*

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
- [clinic contact](#)
- [provider contact](#)