

## How to Update Provider Contact Info

Jay-Ileen (Ai) - 2026-03-16 - [VSee Clinic for Providers](#)

### 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.

The screenshot displays the VSee Clinic dashboard interface. At the top, there are navigation tabs for 'Dashboard', 'Patients', and 'Schedule'. The user's profile is shown in the top right corner as 'Dr. Sarah Bays'. A dropdown menu is open, showing options: 'My Account', 'My Clinic' (highlighted with a red box and a '2'), 'Admin Panel', 'Display patients' (with sub-options 'From this clinic only' and 'From all my clinics'), 'Waiting Room Notifications', 'Invite Patient', 'Help', 'Test Device', and 'Log Out'. The main content area is titled 'MY CLINIC' and contains two sections: 'Payment Settings' and 'Clinic Contact Information'. The 'Payment Settings' section includes a 'Connect Stripe Account' button. The 'Clinic Contact Information' section has a red box around it with a '3' in the corner, containing two input fields: 'Appointment / Office Phone' (with the value '5557879999') and 'Administrative Email' (with the value 'sarahmiller@email.com'). A green 'Update' button is located at the bottom of this section.

### 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

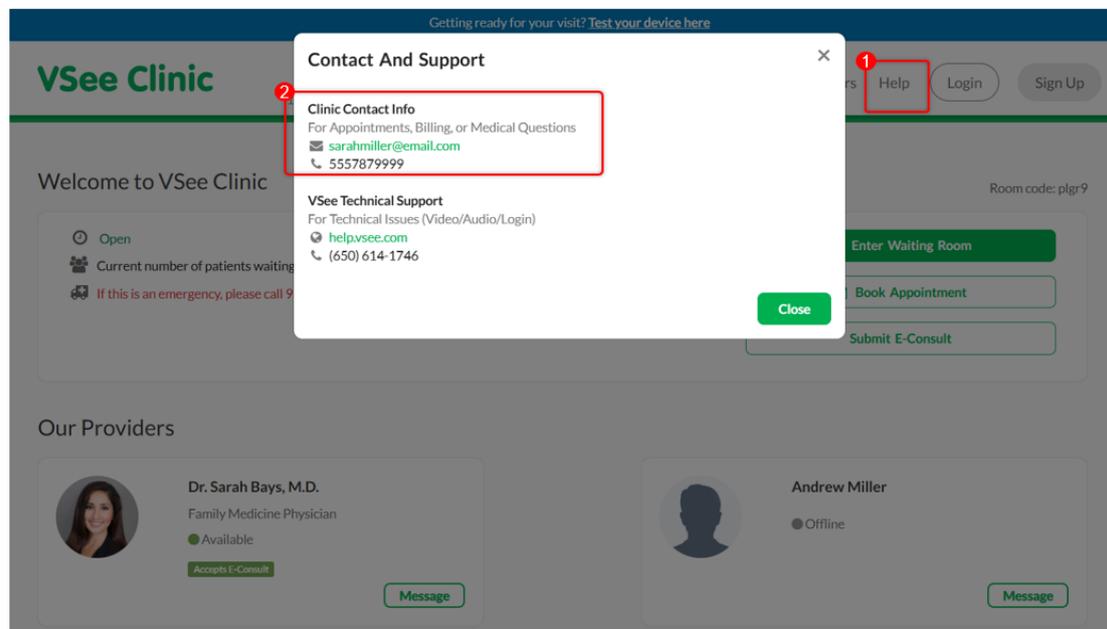
For Technical Issues (Video/Audio/Login)

[helpvsee.com](http://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](mailto:help@vsee.com) or check out

the [Help](#) section under the Profile Menu of your VSee Clinic.

- Tags
- [clinic contact](#)
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