

In the Call: How to Create a Follow-up Appointment for the Patient

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You can easily create a follow-up appointment, while you are in the call with your patient.

1. On the visit page, click on the **Schedule new Visit** icon.



A pop-up window will appear - showing the **Create New Visit** page.

*Note: You can edit the Visit Name by clicking on **Edit** or use the default Visit name.*

2. Indicate the **date** and **time** of the appointment.

3. Choose the **Visit Type**.

4. Select the **Visit Option**.

Notes:

- You can add more visit options by clicking on the **+New** button.
- If the appointment is for another patient, you can remove the current patient in the **Add Patient** field and type in the email address of the patient for the visit.
- For MORE OPTIONS, you can add secondary providers under **+More provider**, guests under **+Other guest**, and send reminders to the participants of the visit under **+Reminders**.

5. Click on **Create Visit**.



6. Click on **Confirm** to complete creating the scheduled appointment.



Note: The screenshots used above are taken using the new visit page version. To know how to switch to the new version, read: [Three Ways to Switch From Old to New Visit Page](#).

If you have any questions, please contact us at help@vsee.com.

This article was last updated on: 16 December 2022

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