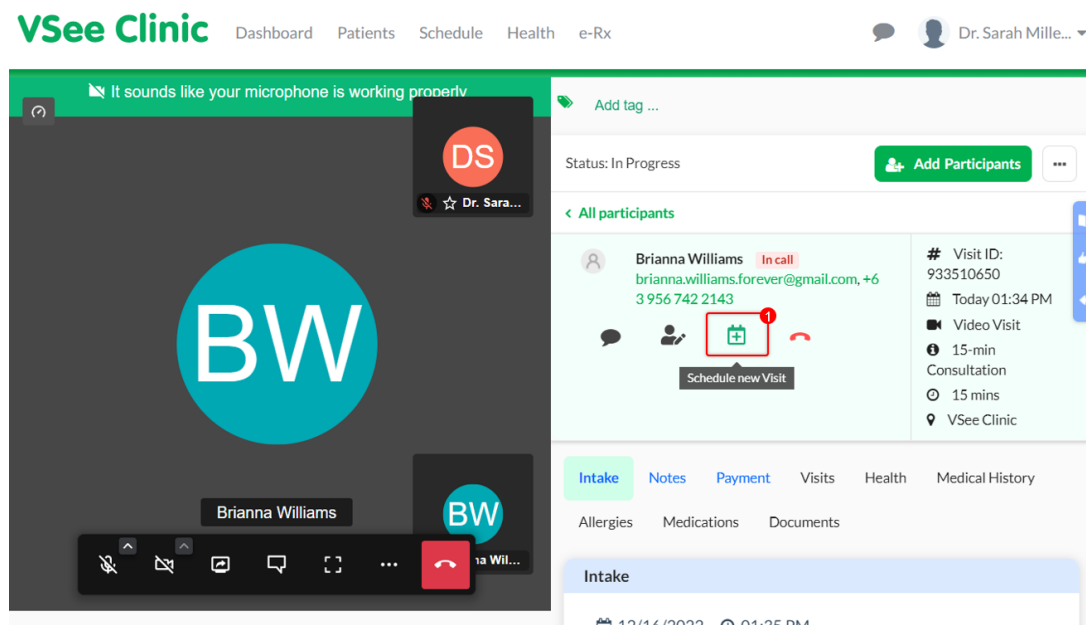


In the Call: How to Create a Follow-up Appointment for the Patient

Jay-Ileen (Ai) - 2022-12-16 - VSee Clinic for Providers

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**.

VSee Clinic Create New Visit

Visit Name * VSee Academy Appointment Edit

Time * Now Later Fri 12/16/2022 01:50 PM
Does not repeat

Visit Type * Video Phone In Person

Visit Option * Individual 15-min Consultation + New

Add Patient * Brianna Williams (brianna.williams.forever@gmail.com) x

Patient will be notified automatically via email and text message

MORE OPTIONS
+ More provider + Other guest + Reminder

Create Visit

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

Confirm New Visit

Visit Name	VSee Academy Appointment
Time	Fri, Dec 16, 2022 04:00 PM (PST)
Visit Type	Video
Room	VSee Clinic
Visit Option	15-min Consultation
Patient	Brianna Williams
Provider	Dr. Sarah Miller

Back Confirm

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.

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Tags

appointment

follow-up

scheduled

visit