

Room Level Configurations

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You can now control your room-level configurations as Admin. This allows more flexibility when setting up different rooms under the same practice/clinic so we can support your different workflows.

1. Go to **Rooms**.
2. Select **Enable/Disable Feature** tab.
3. Under Meeting/Visit Options, toggle the current workflow configuration options available:

- Walk-In Visits
- Scheduled Appointments

Group Appointments
Allow Patient to Self Schedule

The screenshot displays the VSee Clinic user interface. At the top, the navigation bar includes 'VSee Clinic', 'Dashboard', 'Clinic', 'Rooms' (highlighted with a red box and a red circle with the number 1), 'Schedule', 'Users', 'Report', 'Record', 'Eligibility', 'More', and a user profile icon. Below the navigation bar, the 'ROOM DETAILS' section is visible, with tabs for 'Room Details', 'Operating Hours', 'Visit Options', 'Advanced', 'Educational Material', and 'Enable/Disable Features' (highlighted with a red box and a red circle with the number 2). Under the 'Meeting Options' heading, there are five toggle switches: 'Follow clinic settings' (Off), 'Walk-In Visit' (On), 'Scheduled Appointment' (On), 'Group Appointment' (On), and 'Allow Patient to Self Schedule' (Off). A red box with a red circle with the number 3 highlights the 'Walk-In Visit', 'Scheduled Appointment', and 'Group Appointment' options. At the bottom right of the configuration area, there are 'Cancel' and 'Update' buttons. The footer of the page states 'Powered by VSee'.

General Logic

- If the toggle for “Follow Clinic Settings” is on, it will follow the clinic’s settings
- If the toggle is off, changes on the clinic level will not affect the room level

Once you toggle off the **Scheduled Appointment** field, the **Group Appointment** and the **Allow Patient to Self Schedule** fields will be greyed out.

The image displays two side-by-side screenshots of the 'Meeting Options' configuration interface. Each panel contains four toggle switches with corresponding labels. In the left panel, 'Walk-In Visit' and 'Allow Patient to Self Schedule' are turned 'On' (green), while 'Scheduled Appointment' and 'Group Appointment' are turned 'Off' (grey). In the right panel, 'Walk-In Visit' and 'Allow Patient to Self Schedule' remain 'On' (green), but 'Scheduled Appointment' is now 'Off' (grey), which has caused 'Group Appointment' to also become 'Off' (greyed out).

| Option | Left Panel State | Right Panel State |
|--------------------------------|------------------|-------------------|
| Walk-In Visit | On | On |
| Scheduled Appointment | On | Off |
| Group Appointment | Off | Off |
| Allow Patient to Self Schedule | On | On |

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

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