

Room Level Configurations

Chi - 2023-07-17 - VSee Clinic for Admins

Available on June 21, 2022

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

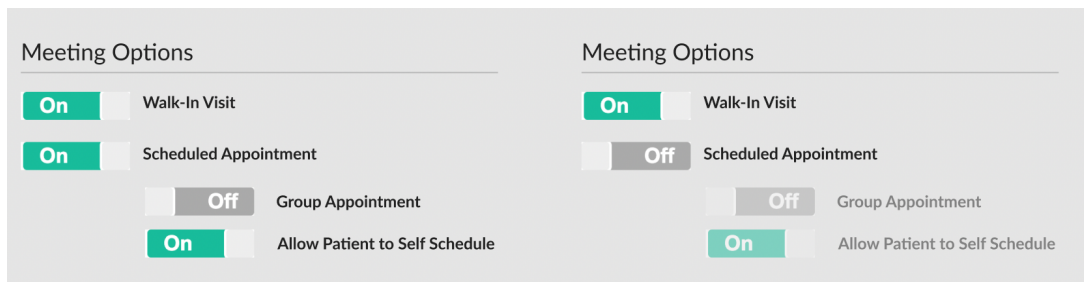
Group Appointments
Allow Patient to Self Schedule

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 '1'), 'Schedule', 'Users', 'Report', 'Record', 'Eligibility', 'More', a notification bell, a chat icon, and a user profile icon labeled 'Clinic'. Below this, the 'ROOM DETAILS' section is active, with tabs for 'Room Details', 'Operating Hours', 'Visit Options', 'Advanced', 'Educational Material', and 'Enable/Disable Features' (highlighted with a red box and a '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 '3' highlights the 'Walk-In Visit' and 'Scheduled Appointment' toggles. At the bottom right of the configuration panel, there are 'Cancel' and 'Update' buttons. The footer of the page reads '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.



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

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Tags

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