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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

ROOM DETAILS

Room Details Operating Hours Visit Options Advanced Educational Material **Enable/Disable Features**

Meeting Options

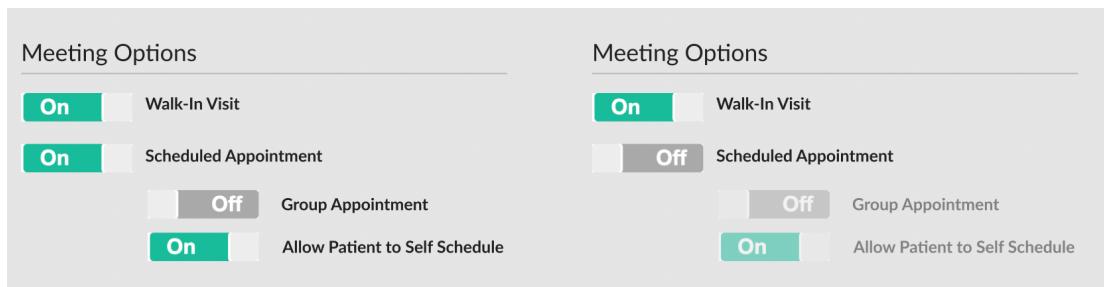
Follow clinic settings (Off) Walk-In Visit (On) Scheduled Appointment (On) Group Appointment (On) Allow Patient to Self Schedule (Off)

Cancel **Update**

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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