Scheduling through the Admin Panel

Jay-Ileen (Ai) - 2023-07-18 - VSee Clinic for Admins

As a clinic admin, you also have the capability to set appointments with patients and open slots on behalf of the providers.

- How to open appointment slots

- How to create a scheduled appointment

Opening Appointment Slots

Go to the Admin panel. (see guide)

1. Click on the **Schedule** tab.

2. You can filter the calendar by state, room, specialty and/or provider if you have a multi-provider. You may also edit the time division. If these are not necessary or applicable to you.
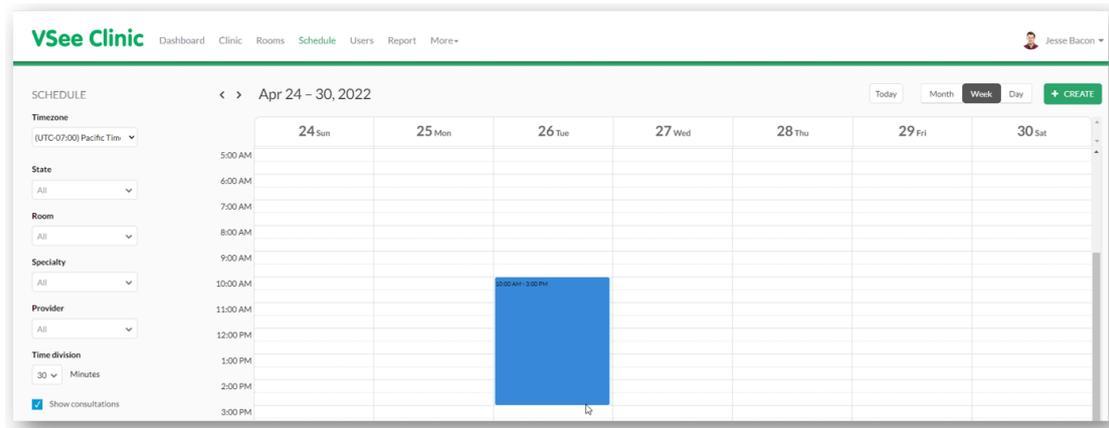
3. Proceed to click on **Create**.
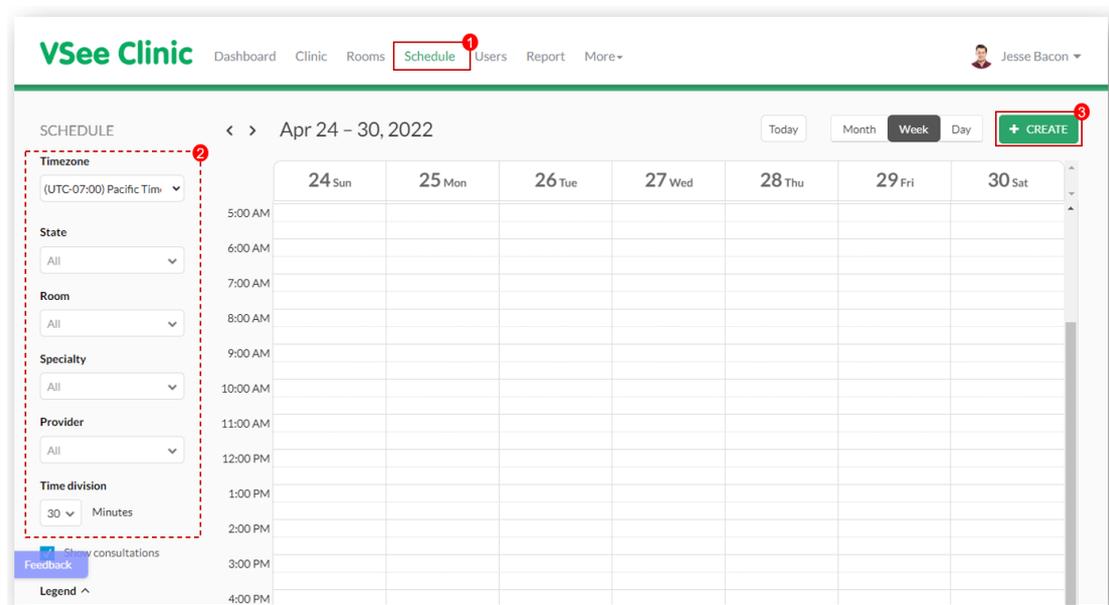
To create an appointment slot, you can:

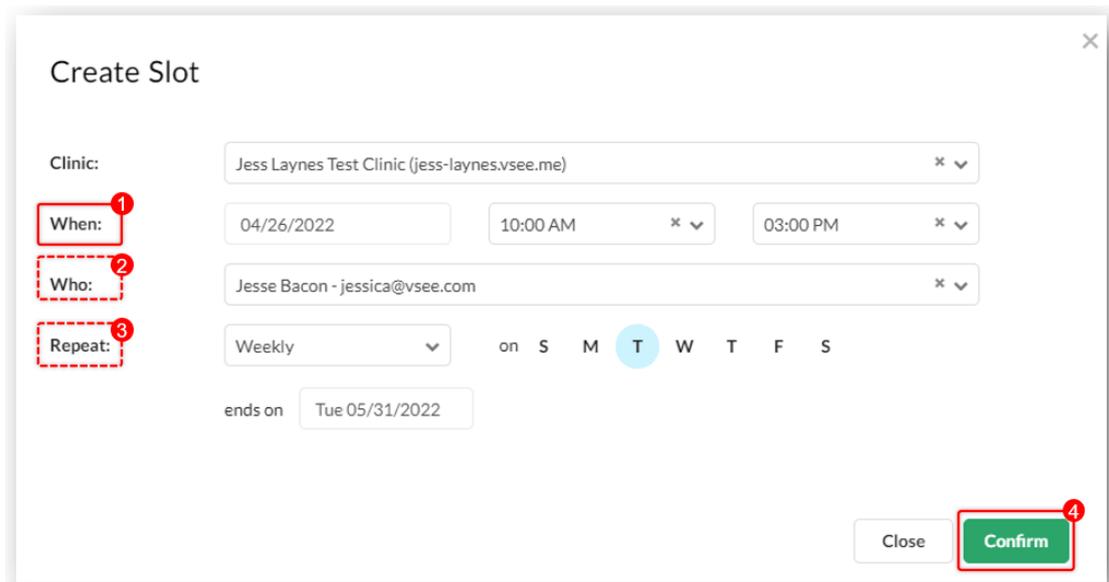a) Click the green **+ Create** button and choose **Create Slots**;
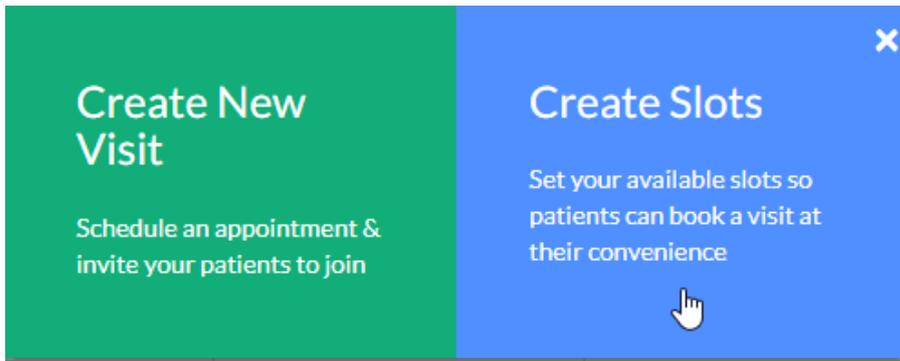
b) Another way is to click and drag the specific time on the calendar then choose **Create Slots**.

Specify the time slots and whose calendar you are setting the schedule for (if you have a multi-provider clinic). You can also opt to repeat the schedule daily, weekly, every weekday etc.

4. Click **Confirm** when done. These slots will now be visible to the patients when they book their appointments.
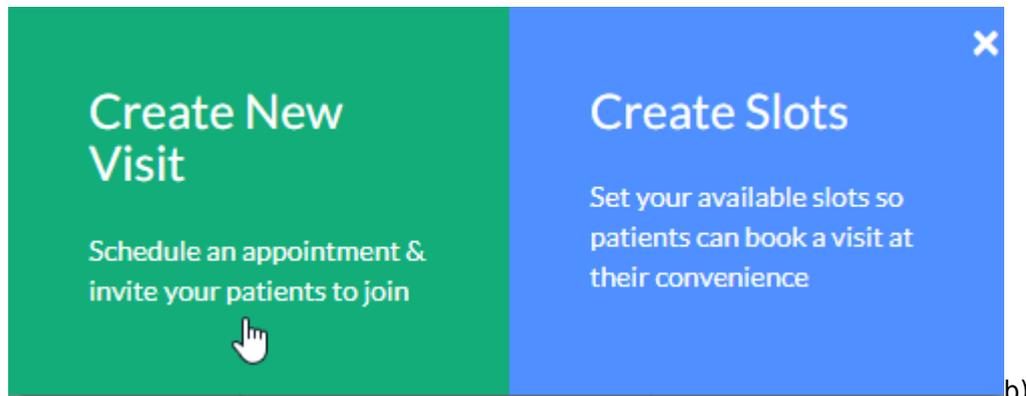
Creating a New Visit (Scheduled Appointment)

Follow steps 1 and 2 in **Opening Appointment Slots**.

To create an appointment with a particular patient:

a) Click the green **+ Create** button and choose **Create New Visit.**

b)

Another way is to click and drag on particular time slots (as with creating new slots) and choose **Create New Visit** when the options pop up.

Fill out the required fields;

1. Input the **Visit Name,** which is already filled out by default but could be changed by clicking on **Edit** on the right corner of the field.

2. Add the time (and date).

3. Change frequency if necessary.

4. Choose the **Primary Provider** if it's a (multi-provider clinic).

5. Select the **Visit Type.**

6. Choose the **Room** (if Provider is assigned to multiple rooms).

7. Select the **Visit Option.**

8. Add the **Patient.**

9. After filling out all necessary fields, click on the **Create Visit** button.

*Note: You can create a new visit option and patient by clicking the **+ New** button beside the **Visit Option** and **Add Patient** fields respectively.*

Related Article:

[e-Scheduling > Visit Slots and Patient Scheduling](#)

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

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- Tags
- [admin scheduling](#)
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