

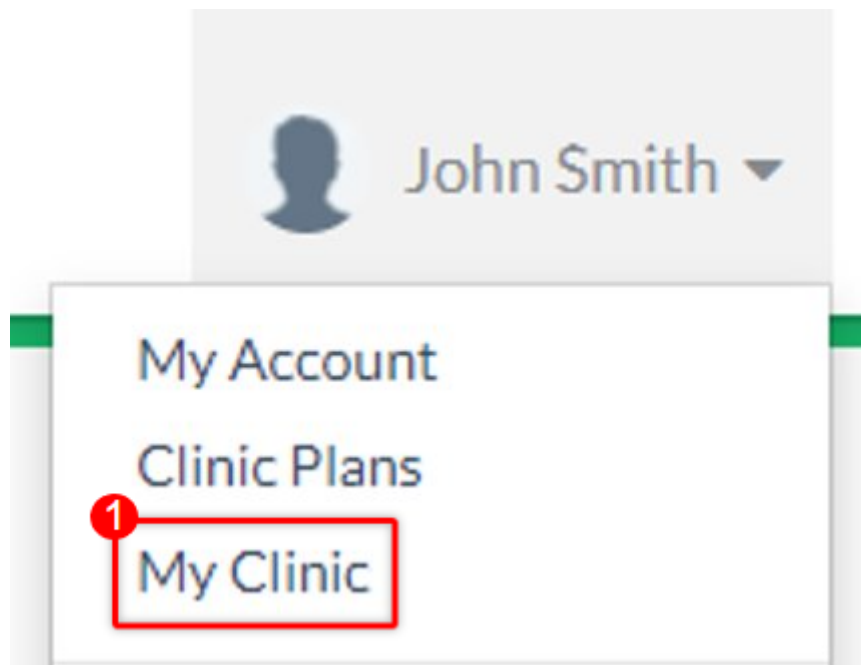
## Set Visit Option for Group Appointment

- 2023-11-06 - Group Appointment

### Adding Group Visit as a Visit Option

The first step before a provider can schedule a group appointment is to add a group visit option.

1. On the provider dashboard, go to the **Profile Menu** (upper right-hand corner where you see your name) and click on **My Clinic**.



- a. If there are multiple waiting rooms under your clinic, choose the waiting room where you want to list Group Visit as an option as changes will only apply to the selected waiting room.

## Waiting Room Settings

This is your waiting room settings page. You may customize the settings of each waiting room by choosing one from the list below.

Waiting room settings for

Doctor John Smith's Clinic

Room code: It2vt Walk-in visit hours: [Open all time](#) Visibility: **Public**

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Doctor John Smith's Clinic

Room code: It2vt Walk-in visit hours: [Open all time](#) Visibility: **Public**

2. Scroll down to Visit Options and click on the **+Add New Visit Option** button.

## Create New Visit

### Visit Name \*

Clinic Portal Appointment

Edit

### Time \*

Now

Later

Sat 05/28/2022

01:00 PM

Does not repeat

### Visit Type \*

Video

Phone

In Person

### Visit Option \*

Individual Test Visit

+ New

### Add Patient \*

Search by name, email, phone # and more...

+ New

Patient will be notified automatically via email and text message

### MORE OPTIONS

+ More provider

+ Other guest

+ Reminder

Cancel

Create Visit

3. A new visit option will appear with the **Group** type selected. Input the visit description, duration, number of maximum slots for this group visit, and if this visit option is visible to be selected by your patients. If it is not visible to be selected by patients, you can only use this to schedule group visits. Please note that adding a fee for group visits is currently not

supported.

4. Click on **Update** to save the changes.

Visit Options

Description	Duration	Fee	Charge	Type	Slots	Consultation Type	Visible to patients
Initial Consultation	60 minutes	Free	Charge	One To One Group		Default	<input checked="" type="checkbox"/>
Group Consult	90 minutes	Free	Charge	One To One Group	10	Default	<input checked="" type="checkbox"/> <span>✕</span>

[+ Add New Visit Option](#)

**4** [Update](#)

You can now use this visit option.

## Adding Group Visit as an Option While Scheduling the Appointment

In case you are already scheduling an appointment but discover that you have not set up a group visit option yet, you can conveniently set it up as an option.

1. Under the Schedule tab, set the appointment time and day by clicking and dragging on your calendar

VSee Clinic Dashboard Patients Schedule John Smith

SCHEDULE < > May 22 - 28, 2022 Today Month Week Day + CREATE

Timezone (UTC-07:00) Pacific Time

Time division 5 Minutes

Show consultations

Legend

- Open slot
- Confirmed (one-one)
- Confirmed (group)
- In Progress
- Completed
- Canceled
- Pending

Feedback Powered by VSee

2. Under the Create New Visit screen, click on **+ New** on the option next to Visit Option.



# Create New Visit



## Visit Name \*

Edit

Clinic Portal Appointment

## Time \*

Now

Later

Sat 05/28/2022

01:00 PM

Does not repeat

## Visit Type \*

Video

Phone

In Person

## Visit Option \*

Individual Test Visit

2

+ New

## Add Patient \*

Search by name, email, phone # and more...

+ New

Patient will be notified automatically via email and text message

## MORE OPTIONS

+ More provider + Other guest + Reminder

Cancel

Create Visit

3. Set the desired details for your Group Visit Option and click **Save**.
  - a. Set the name, duration, the maximum number of participants, and if the option is available for patients when they walk in or self-schedule an appointment. Please make sure that the **Group** option is selected.

# Create New Visit Option

To modify existing Visit option(s), please go to [My Clinic](#)

Group Session

60 minutes \*

One-To-One **Group**

10 patients max \*

Make this option visible to patients

Cancel **Save**

The new Group Visit option will now be saved and selected for the current scheduled visit that you are creating.



## Create New Visit



Visit Name \*

Edit

Clinic Portal Appointment

Time \*

Now

Later

Sat 05/28/2022

01:00 PM

Does not repeat



Visit Type \*

Video

Phone

In Person

Visit Option \*

Group Group Session



+ New

Add Patient \*

Search by name, email, phone # and more...

+ New

Patient will be notified automatically via email and text message

MORE OPTIONS

+ More provider

+ Other guest

+ Reminder

Cancel

Create Visit

## Scope and Limitations:

- This option is only available for VSee Clinic Enterprise. If interested, click this link [Contact Sales - VSee](#)

## Related Article:

- [Invite Guests To A Call As A Provider](#)

If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com)