VSeehealth

Knowledgebase > VSee Clinic for Providers > Scheduling > Group Appointment > Set Visit Option for Group Appointment

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	×
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 *	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 *	0
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	
c	ancel 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.

Description	Duration	n	Fee		Туре		Slots	Consultation Type	Visible to patients	
Initial Consultation	60	minutes	Free	Charge	One To One	Group		Default		
Group Consult	90	minutes	Free	Charge	One To One	Group	10	Default	S	×

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

SCHEDULE	< > M	 May 22 - 28, 2022 						Today Month Week Day + CREAT		
Timezone (UTC-07:00) Pacific Time 👻	- • •	22 Sun	23 Mon	24 _{Tue}	25 Wed	26 Thu	27 _{Fri}	28 Sat		
'ime division	12:30 PM									
5 V Minutes Show consultations	12:45 PM									
egend ^	1:00 PM							1.00 PM - 2.00 PM		
Open slot Confirmed (one-one)	1:15 PM									
In Progress Completed	1:30 PM									
Canceled Pending	1:45 PM									
	2:00 PM									
	2:15 PM									
	2:30 PM									

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 *	0
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. 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



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

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