

Online Appointment Types

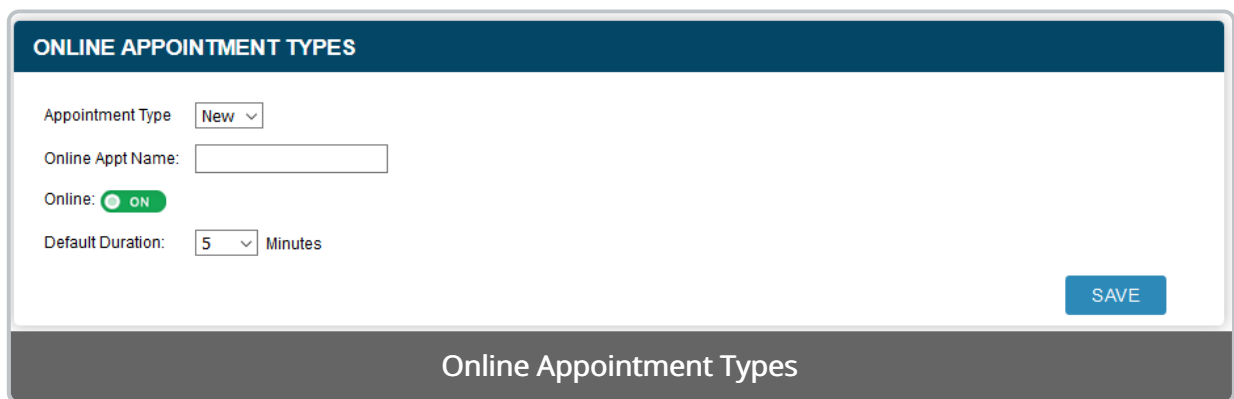
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Summary

Your practice has the ability to control what appointment types the patients can choose from when booking/requesting an online appointment.

It is possible to create as many appointment types as needed. Each OLS enabled provider may offer any or all appointment types you've created. Most practices create appointment types related to recall or emergency appointments for both new and existing patients.

To create *appointment types* for patients to choose from, go to [Settings > Online Scheduler Settings > Online Appointment Types](#).



Create an Appointment Type

To create an appointment type follow the steps below:

1. Enter the name of the *appointment type* as the patient will see it. It is recommended that the terms be understandable to the patient. The created *appointment type* does not have to match what is created in the practice management system.
2. Make sure the *Online* selection is in the **ON** (green) position
3. Set *Default Duration* for the length of the appointment and **SAVE**.

