

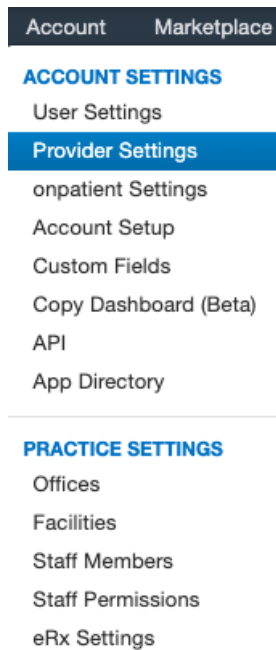
Setting a Default Appointment Time

07/24/2024 9:12 pm EDT

You can set a default appointment time in your account so that appointments will be booked for the time you set. You can always change individual appointment times or set appointment times with [appointment profiles](#).

To set a default appointment time:

1. Go to **Account > Provider Settings** and click on the **General** tab.



2. Select the number of minutes with the (



) arrows.

Account Settings

Profile

General

Email

Medical Billing

eRx Info

Services

Usage

My Billing

Sample Data

Security

Calendar Settings

Use new dashboard homescreen Uncheck to go straight to the calendar after logging in

Show user satisfaction survey Uncheck to opt out of user satisfaction surveys.

Default Office Default Office on Calendar

Duration of Exam Default duration of an exam in minutes

Duration of Follow-up Default duration of a follow-up exam in minutes

Examroom Calendar Increments Adjust minute increments on calendar

Date range on Appointment Template If true date range can be set for Appointment Template (starting from - ending by).

Appointment Templates in more views Show appointment templates in Daily View, Doctor View and Weekly View

Allow Exam Room Overlaps Allow appointments to overlap within an exam room

Global Overlap Checking Disallow overlapping appointments in any office or exam room

Appointment Default Color

Phonetic Name Used by automated phone system to pronounce doctor's name

3. Scroll down and select

Update Entire Profile

to save your changes.

With this set, all new appointments created will automatically be set to the time that you entered.