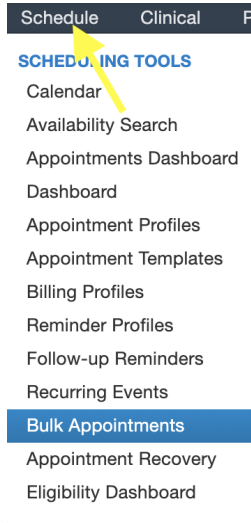


# Bulk Schedule Appointments

07/24/2024 12:39 pm EDT

You can schedule multiple appointments at once with our bulk appointment tool. You have the option to schedule appointments in sequence or at the same time.

1. Go to **Schedule > Bulk Appointments**.



1. First add the patients you want to schedule

## Bulk Schedule Appointments ?

A screenshot of the 'Bulk Schedule Appointments' form. The form is divided into two main sections: 'Choose Patients' and 'Appointment Details'.

**Choose Patients:** A search bar contains the text 'alex'. Below it, a list of patients is shown with red 'x' icons to remove them:

- Jennifer (Je)
- Michelle Harris
- Edward James

A dropdown menu is open, showing a search result for 'JAMES SMITH' with a profile picture and the name 'Alexis Wu' and date '11/17/1969'.

**Appointment Details:**

- Office: -- select an option --
- Examroom: Exam 1
- Appointment Profile: -----
- Date: 10/19/2021
- Time of 1st Appointment: 6:00AM
- Duration: 30
- Reason: [empty text box]
- Color: [orange color swatch]
- Note: [empty text box]
- Enable Group Booking:  Schedule multiple appointments in the same time range
- Recurring Appointment

A blue button labeled 'Schedule Appointments' is located at the bottom right of the form.

2. Next, you'll need to fill out the appointment details. Select **Schedule Appointments** when finished.

### Appointment Details

Office: Eastern Office

Examroom: Exam 2

Appointment Profile: BackAdjustment

Date: 10/19/2021

Time of 1st Appointment: 02:00PM

Duration: 15

Reason: Back Adjustment

Color: [Dark Blue]

Note: [Empty]

Enable Group Booking  Schedule multiple appointments in the same time range

Recurring Appointment

[Schedule Appointments](#)

3. You will see a success message once the appointments are scheduled.

Appointments successfully scheduled
Clinical
Patients
Reports
Billing
Account
Help

Appointments successfully scheduled

Appointments successfully scheduled

Appointments successfully scheduled

Appointments successfully scheduled

[ close all ]

## Bulk Schedule Appointments

Choose Patients: [Dropdown]

- Michelle Harris
- Jennifer (Jenny) Harris
- Edward James
- Alexis Wu

4. The appointments will appear on the schedule according to the first appointment time you selected.

+ Event		Today	Refresh	Print Appts	Oct 19 2021	Daily	Exam Rooms	Doctor	Weekly	Monthly
Tue 10/19										
2:00pm	2:00 - 2:15 pm Michelle Harris: Eastern Office									
	2:15 - 2:30 pm Jennifer (Jenny) Harris: Eastern Office									
	2:30 - 2:45 pm Edward James: Eastern Office									
	2:45 - 3:00 pm Alexis Wu: Eastern Office									
3:00pm										

Check the **Enable Group Booking** box if you want to schedule a group of people at once, for a group session for example.

# Bulk Schedule Appointments

Choose Patients:

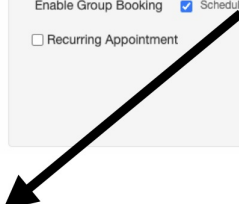
- Jennifer (Jenny) Harris
- Alexis Wu
- Michelle Harris
- Edward James

### Appointment Details

Office: Eastern Office  
Examroom: Exam 1  
Appointment Profile: Group Therapy  
Date: 10/22/2021  
Time of 1st Appointment: 09:00AM  
Duration: 60  
Reason: Group Session  
Color:    
Note:

Enable Group Booking  Schedule multiple appointments in the same time range  
 Recurring Appointment

**Schedule Appointments**



**Enable Group Booking**  Schedule multiple appointments in the same time range

The appointments will appear booked at the same time

+ Event					Today					Refresh					Print Appts					◀ Oct 22 2021 ▶					Daily					Exam Rooms					Doctor					Weekly					Monthly				
Fri 10/22																																																	
9:00am		9:00 - 10:00 am Jennifer (Jenny) Harris: Eastern Office					BW					9:00 - 10:00 am Alexis Wu: Eastern Office					BW					9:00 - 10:00 am Michelle Harris: Eastern Office					BW					9:00 - 10:00 am Edward James: Eastern Office					BW												
10:00am																																																	
11:00am																																																	