

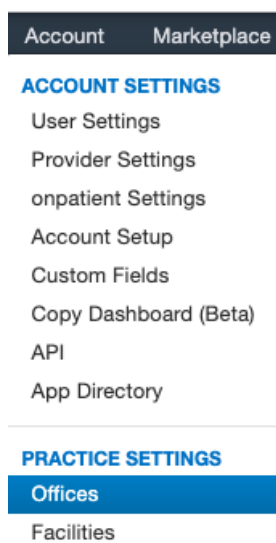
# How to Have a Specific Number of Patients Book Appointments for the Same Time Slot

07/24/2024 4:50 pm EDT

If you would like a specific number of patients to be able to book appointments for the same timeslot, here is how you can make it work through online scheduling.

For example: If you only want 3 patients to book appointments for a specific time slot, please follow the steps given below.

- Go to **Account > Offices > Edit**.




The screenshot shows a navigation menu with two main sections: 'ACCOUNT SETTINGS' and 'PRACTICE SETTINGS'. Under 'ACCOUNT SETTINGS', there are links for User Settings, Provider Settings, onpatient Settings, Account Setup, Custom Fields, Copy Dashboard (Beta), API, and App Directory. Under 'PRACTICE SETTINGS', there are links for 'Offices' (highlighted in blue) and 'Facilities'.

Manage offices ?

Active Offices

Page 1 of 1

[+ Add New Office](#)

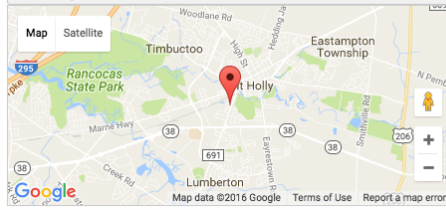
Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing
 Primary Office Nick Riviera	225 Schilling Circle	21212	(443) 555-5555	11	4	New And Existing Patients All Appointments	<a href="#">Share</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>

- Add 3 exam rooms and enable online scheduling for all 3 exam rooms. Click **Save**. Now, when patients book appointments online, 3 patients can book appointments for the same time slot.

Formatted Address

Mount Holly, NJ 08060, USA

Not editable. Only valid for US addresses.



Number of Exam Rooms

Exam Name 1

Allow Online Scheduling  Excluded from Meaningful Use  Archived from Calendar

Exam Name 2

Allow Online Scheduling  Excluded from Meaningful Use  Archived from Calendar

Exam Name 3

Allow Online Scheduling  Excluded from Meaningful Use  Archived from Calendar

Office hours start

Office hours end

Require reason when deleting appointments