Using the Scheduling Widget

DrChrono's scheduling widget allows you to link your schedule to your website. Separate from OnPatient appointment scheduling, the scheduling widget lets you put a direct link into your website so that patients can make appointments when visiting your site.

There are three steps in setting up online scheduling in DrChrono.

1. Enabling online scheduling for your office

2. Setting up your office and schedule

3. Accessing the URL to use on your website

Enabling Online Scheduling

The first step in setting up online scheduling is turning on the setting to allow online scheduling via the scheduling widget or OnPatient.

1. Go to **Account** > **Provider Settings** > **General**.

2. Scroll down to **Appointment Settings** and check the **Access to online scheduling** box.

3. Go to the bottom of the page and click **Update Entire Profile**.
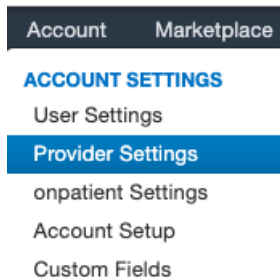
Setting Up Your Office and Schedule

1. Go to Account > Offices.

2. Click on **Edit** next to the office you want to set hours for.

3. Select the **Basic** tab.

4. Scroll down to the **Exam Rooms** section.
   - Select at least one exam room by checking the **Allow Online Scheduling**.
   - Select the **Start** and **End** times for your office hours.
   - Click **Save.**

5. Go to the **Online Schedule** tab and check the **Show this office information online** and **Allow online scheduling in this office** boxes. Check off any of the other options you want to allow.

*Cutoff time for appointments indicate how soon a patient can request an appointment based on the time range displayed in the dropdown box. (For example: In the above screenshot, the patient will only be able to see available appointments that are within 2hrs and no sooner).

Note: Confirmation emails will be sent to the patient automatically to confirm their appointment. You can disable this process by checking the **No confirmation emails** box.

6. Click and drag to select the times you want patients to be able to make an appointment. The times selected will be highlighted in green. Scroll to the bottom of the page and click **Save**.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.
8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.
8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.
8:45 a.m.	8:45 a.m.	8:45 a.m.	8:45 a.m.	8:45 a.m.	8:45 a.m.	8:45 a.m.
9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
9:30 a.m.	9:30 a.m.	9:30 a.m.	9:30 a.m.	9:30 a.m.	9:30 a.m.	9:30 a.m.
9:45 a.m.	9:45 a.m.	9:45 a.m.	9:45 a.m.	9:45 a.m.	9:45 a.m.	9:45 a.m.
10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.
10:15 a.m.	10:15 a.m.	10:15 a.m.	10:15 a.m.	10:15 a.m.	10:15 a.m.	10:15 a.m.
10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.
10:45 a.m.	10:45 a.m.	10:45 a.m.	10:45 a.m.	10:45 a.m.	10:45 a.m.	10:45 a.m.
11:00 a.m.	11:00 a.m.	11:00 a.m.	11:00 a.m.	11:00 a.m.	11:00 a.m.	11:00 a.m.
11:15 a.m.	11:15 a.m.	11:15 a.m.	11:15 a.m.	11:15 a.m.	11:15 a.m.	11:15 a.m.
11:30 a.m.	11:30 a.m.	11:30 a.m.	11:30 a.m.	11:30 a.m.	11:30 a.m.	11:30 a.m.
11:45 a.m.	11:45 a.m.	11:45 a.m.	11:45 a.m.	11:45 a.m.	11:45 a.m.	11:45 a.m.

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If you need to make changes to your online schedule, you can follow the steps above, make your adjustments, and **Save**.

Accessing the Scheduling Widget Embed Code

Now that the office hours are set we can move on to adding the widget to your website. First, make sure you are back on the main **Managing Offices** screen (**Account** > **Offices**).

1. Click on the **Share** button next to the office you set your hours for.

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 Appointment	**Share** View	🖨 History	✎ Edit	🗑 Archive

2. A pop screen will appear, which will have the URL you will need to embed the schedule to your website.

Primary Office ✕

Online Scheduling (All Offices)

Schedule URL:

https://drchrono.com/scheduling/offices/dGhpcyBpcyAxNiBjaGFyc6npLpHnXuhaqp1pS

Embed Schedule:

```
<iframe
src="https://drchrono.com/scheduling/offices/dGhpcyBpcyAxNiBjaGFyc6npLpHn
```

Copy and paste the embed code above.

Online Scheduling (Single Office)

Schedule URL:

https://drchrono.com/scheduling/offices/dGhpcyBpcyAxNiBjaGFyc89NW9r9bWZcdYA(
1d27M=

Close

3. Copy the URL in the **Embed Schedule** box and paste it into your website.

Embed Schedule:

```
<iframe src="https://drchrono.com/scheduling/offices/96752" width="650px"
height="900px" frameborder="0"></iframe>
```

4. If you are unsure of how to embed the scheduling URL to your website please contact your IT department or website designer.

Now you are all set to have patients schedule appointments through your personal website.

To see an example of how it will appear on your page, make sure you are back on the main **Managing Offices** screen (**Account** > **Offices**).

Click **View**.

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			View	🖿 History ✏ Edit 🗑 Archive

You will then see your scheduling widget.

All fields are required

|	
Type of Visit	SickVisit ▾
Office	Primary Office ▾
Reason for Visit		e.g. Initial Consultation
Patient name		Firstname Lastname
Date of birth		mm/dd/yyyy
Email		email@example.com
Home phone		(555) 555-5555
Cell phone		(555) 555-5555
Requested time		

Select a time below under Available Times

📍 **Office Address:**

225 Schilling Circle 21212 MD Baltimore

ⓘ New and Existing patients can make appointments online.

📞 **Office Phone:**

(443) 555-5555
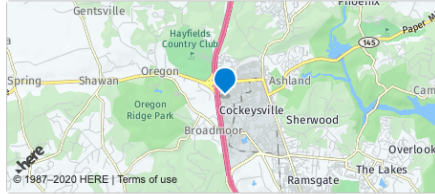
🕑 **Available Times**   Next Week ➔

Monday July 27	Tuesday July 28	Wednesday July 29	Thursday July 30	Friday July 31
3:00 PM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
3:30 PM	8:10 AM	8:10 AM	8:30 AM	8:30 AM

If you have telehealth enabled in your office, there will be a **Video Visit** checkbox for patients to select.

Telehealth

All fields are required

Type of Visit	SickVisit ▾
Video Visit	☑ ⟵
Office	Telehealth ▾
Reason for Visit		e.g. Initial Consultation
Patient name		Firstname Lastname
Date of birth		mm/dd/yyyy
Email		email@example.com
Home phone		(555) 555-5555
Cell phone		(555) 555-5555
Requested time		

Select a time below under Available Times