Using the Scheduling Widget

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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.

Account Marketplace
ACCOUNT SETTINGS
User Settings
Provider Settings
onpatient Settings
Account Setup
Custom Fields

Setting Up Your Office and Schedule

1. Go to Account > Offices.

Account	Marketplace				
ACCOUNT SI	ETTINGS				
User Setting	gs				
Provider Se	ttings				
onpatient S	ettings				
Account Se	Account Setup				
Custom Fie	lds				
Copy Dashi	board (Beta)				
API					
App Directo	ory				
PRACTICE S	ETTINGS				

Offices	
Facilities	

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

M	anage office:	S ?							
Ac	ive 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	Share View 31	Edit Archive

3. Select the **Basic** tab.

Primary Doctor for Office: Brittany Devine

Basic	Billing	Online Schedule
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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.

Edit Office		
Basic Billing	Online Sch	nedule
Show this office	information online	
Allow online scheo	duling in this office	
Allow existing patient	s follow ups	
Allow existing at	patient new	
Allow new patient ap	opointments	
Allow patier appointr	its to cancel nents online	
No confirm	ation emails	
Optional Google Analy track the online a scheduler (e.g. UA-4	appointment	
Cutoff time for a made with the onlin	•	2 hours

*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**.

Highlight the hours for which you want to allow online scheduling of appointments. Click the name of a day to select the entire day.						
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.

M	anage office:	S 🥐									
Ac	tive Offices								Page 1 of 1	+ Add N	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	Share View			

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/dGhpcyBpcyAxNiBjaGFyc6npLpHnXuhaqp1pf Embed Schedule: <iframe</td> src="https://drchrono.com/scheduling/offices/dGhpcyBpcyAxNiBjaGFyc6npLpHn Copy and paste the embed code above. 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" th="" width="650px"><th></th></iframe>	
height="900px" frameborder="0">	

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 Facility Code # Exam Rooms Online Schedule Provider Address City Phone Sharing Primary Office 225 Schilling Circle 21212 (443) 555-5555 11 4 New And Existing Patients All Appointr View 🖴 History 🕜 Edit 🗎 🏦 Arc Nick Riviera

You will then see your scheduling widget.

Primary Office

	All fields are required						
Type of Visit	SickVisit	~					
Office	Primary Office	~					
Reason for Visit		e.g. Initial Consultat	ion				
Patient name		Firstname Lastname	9				
Date of birth		mm/dd/yyyy	mm/dd/yyyy				
Email		email@example.con	email@example.com				
Home phone		(555) 555-5555					
Cell phone		(555) 555-5555					
Requested time							
	Select a time below under Av	ailable Times					
Office Address: 225 Schilling Circle 21212 N New and Existing patients car		a Spring	Gentsville Hayfields Country Club Shawan	Ashland Cambo			
Coffice Phone:			Oregon Ridge Park Cockey	sville Sherwood			
(443) 555-5555		5000 1987-21	D20 HERE Terms of use	Overlook The Lakes Ramsgate			
② 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.

	All fields are required	
Type of Visit	SickVisit 🗸	
Video Visit		
Office	Telehealth v	
Reason for Visit		e.g. Initial Consultation
Patient name	E	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 Tim	es

Telehealth