

Enabling Online Scheduling in Your Office

07/24/2024 2:20 pm EDT

Through OnPatient or the scheduling widget, your patient has the ability to schedule appointments online. When they schedule appointments, the appointment will show up in your DrChrono.

Enabling Online Scheduling

1. To enable online scheduling, go to **Account** and select **Offices**.

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' (which is highlighted with a blue bar) and 'Facilities'.

2. Click the (



) button to the right of the office you would like to set up for online scheduling.

Manage offices ?

Active Offices Page 1 of 1 + Add New Office

Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing
drchrono HQ Thomas Your	1001 N Rengstorff Ave	Mountain View	(650) 690-5986	11	8	None	Share View History Edit Archive
The White House Thomas Your	1600 Pennsylvania Ave NW	Washington		11	7	None But Visible To Patients	Share View History Edit Archive
The Capitol Building: Senate Wing Robert Bocian	East Capitol St NE & First St SE	Washington	(650) 690-5986	11	10	None But Visible To Patients	Share View History Edit Archive

3. In your office editor, make sure that at least one or more exam rooms within the office has online scheduling enabled.

Basic **Billing** Online Schedule

Warning: Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)

Facility name Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)

Primary Provider

Country

Address

Zip Code

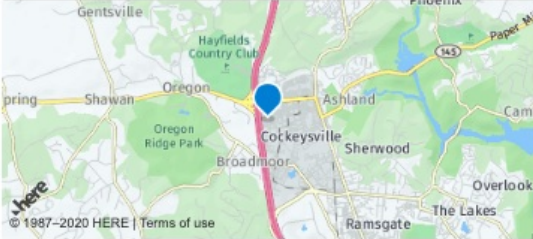
State

City

Office Phone Not validated. [Click here to verify with a test call.](#)

Fax

Formatted Address 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

Exam Name 4 Allow Online Scheduling Excluded from Meaningful Use Archived from Calendar

Office hours start

Office hours end

Require reason when deleting appointments

Save

4. In the office editor, select the **Online Schedule** tab. The online scheduling tab allows you to select what hours are available for your patients to schedule online.

To enable online scheduling, you need to select the following checkboxes:

- Show this office information online
- Allow online scheduling in this office
- Allow existing/new patient appointments

Upon checking the **Allow Online Scheduling** check box, a time selection box will appear for you to select all time periods to allow online scheduling. Scroll down and click **Save**.

Primary Doctor for Office: Thomas Your

Edit Office

Basic Billing **Online Schedule**

- Show this office informaton online
- Allow online scheduling in this office
- Allow existing patients follow ups
- Allow existing patient new appointments
- Allow new patient appointments
- Allow patients to cancel appointments online
- No confirmation emails
- Optional Google Analytics code to track the online appointment scheduler (e.g. UA-46121010-1)
- Cutoff time for appointments made with the online scheduler.

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		
6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	↑	↓
6:15 a.m.	6:15 a.m.	6:15 a.m.	6:15 a.m.	6:15 a.m.	6:15 a.m.	6:15 a.m.		
6:30 a.m.	6:30 a.m.	6:30 a.m.	6:30 a.m.	6:30 a.m.	6:30 a.m.	6:30 a.m.		
6:45 a.m.	6:45 a.m.	6:45 a.m.	6:45 a.m.	6:45 a.m.	6:45 a.m.	6:45 a.m.		
7:00 a.m.	7:00 a.m.	7:00 a.m.	7:00 a.m.	7:00 a.m.	7:00 a.m.	7:00 a.m.		
7:15 a.m.	7:15 a.m.	7:15 a.m.	7:15 a.m.	7:15 a.m.	7:15 a.m.	7:15 a.m.		
7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.		
7:45 a.m.	7:45 a.m.	7:45 a.m.	7:45 a.m.	7:45 a.m.	7:45 a.m.	7:45 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.	8:00 a.m.		

5. Next go to Account > Provider Settings

Account Marketplace

ACCOUNT SETTINGS

User Settings

Provider Settings

onpatient Settings

Account Setup

Custom Fields

6. Under the **General** tab navigate to **Appointment Settings** and check the **Allow Access to Online Scheduling** box. Scroll down and click **Update Entire Profile** to save your settings.

Account Settings

- Profile
- General**
- Email
- Medical Billing
- eRx Info
- Services
- Usage
- My Billing
- Sample Data
- Security
- Patient Payments

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

Appointment Settings

- Access to online scheduling Allows patients to self-schedule appointments via onpatient 