Enabling Online Scheduling in Your Office

07/08/2024 7:34 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.

Account	Marketplace
ACCOUNT S	ETTINGS
User Settin	gs
Provider Se	ettings
onpatient S	Settings
Account Se	etup
Custom Fie	elds
Copy Dash	board (Beta)
API	
App Direct	ory
PRACTICE S	ETTINGS
Offices	
Facilities	

2. Click the (



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

Ma	Manage offices ?										
Ac	Active Offices								+ 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		
	The White House Thomas Your	1600 Pennsylvania Ave NW	Washington		11	7	None But Visible To Patients	Share View			
=	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	Sedit Archive		

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

Office name (scheduling) Primary Office Facility name	A Warning: Changing the add	ress of an office affects all previous a	appointments in that office.		
Facility name Used in HCFA box#32 and UB04 box#32. Leave it blank if same to Office name (Scheduling) Primary Provider James Smith Country UNITED STATES Address 225 Schilling Circle Zip Code Battimore State Maryland City 21212 Office Phone (443) 555-5555 Not validated. Click here to verify with a test call. Fax 301-850-2018 Formatted Address 225 Schilling Circle Unified Phone (443) 555-5555 Not validated. Click here to verify with a test call. Fax 301-850-2018 Pormatted Address 225 Schilling Circl Hunt Valley, MD 21031, United States Office Phone (443) 555-5555 Number of Exam Room 4 Exam Name 1 Exam 1 Exam Name 2 Exam 1 Exam Name 2 Exam 1 Exam Name 3 Allow Online Scheduling Excluded from Meaningful Use Archived from Caleno Exam Name 4 Exam 4 Allow Online Scheduling Excluded from Meaningful Use Archived from Caleno Coffice hours stat 7:00 am Allow Onl	Office name (scheduling)	Primary Office			
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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 Sch	edule
Show this o	office inforr	maton online	
Allow o	online sche	duling in this office	
Allow exist	ting patient	ts follow ups	
Allo	ow existing a	patient new ppointments	
Allow new	w patient a	ppointments	<
А	Allow patier appointr	nts to cancel ments online	
	No confirm	nation emails	
Optional Go track schedule	oogle Analy the online er (e.g. UA-	ytics code to appointment 46121010-1)	
Cutoff made wit	f time for a th the onlin	ppointments ne scheduler.	0 ho

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.	+	÷						
6:15 a.m.								
6:30 a.m.								
6:45 a.m.								
7:00 a.m.								
7:15 a.m.								
7:30 a.m.								
7:45 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 Medi	cal Billing eRx Info	Services	Usage	My Billing	Sample Data	Security	Patient Payments	
Calendar Settings								
Use new dashboard homescreen	Uncheck to go straight	to the calenda	r after logging	g in				
Show user satisfaction survey	Uncheck to opt out of	user satisfaction	n surveys.					
Default Office	Telehealth	~	Default Offic	e on Calendar				
Duration of Exam	30	Default duration of an exam in minutes						
Duration of Follow-up	15	Default duration of a follow-up exam in minutes						
Examroom Calendar Increments	10	~	Adjust minute increments on calendar					
Date range on Appointment Template	If true date range can be If true date range can be	pe set for Appoi	ntment Temp	late (starting fror	m - ending by).			
Appointment Templates in more views	Show appointment ten	nplates in Daily	View, Doctor	View and Weekly	y View			
Allow Exam Room Overlaps	overlap within	in an exam room						
Global Overlap Checking								
Appointment Default Color								
Phonetic Name			Used by auto	omated phone sy	stem to pronounce o	doctor's name		
Appointment Settings								

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