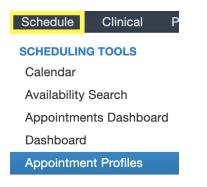
How do I edit my appointment profiles?

07/08/2024 7:40 pm EDT

Appointment profiles save you time by pre-populating fields when creating a new appointment.

If you have previously created appointment profiles and would like to edit them, first mouse over **Schedule** on your navigation bar and select **Appointment Profiles**.



In your appointment profile editor, select Edit to the right of the appointment profile you would like to edit.

Appointment Fields	C	Custom Appointment Profiles										+ Add New F
Appointment Profiles			Name	Color	Duration	Reason For Visit	Billing Profile	Payment Profile	Consent Forms	Updated	Created	
Appointment Templates		≡	Check up		20 minutes	Check up	Physical Check Up	Insurance	0	Oct 27, 2016	Aug 2, 2016	Sedit A
Billing Profiles		=	CT Scan		120 minutes	CT Scan		Insurance	0	Oct 27, 2016	Aug 2, 2016	Sedit A
Billing Statuses		≡	Background Questions		15 minutes	Patient Information	Healthy Check Up	Insurance	0	Oct 27, 2016	Aug 3, 2016	Sedit A
Patient Demographics												
Patient Payment Types												
Procedures												
Procedure Categories												
Vital Signs												

A form will appear that allows you to edit the details you previously entered in your appointment profile. Make changes as you see fit and select **Save**.

Edit Custom Appointment Profile ×								
Name	Check up							
Color								
Reason For Visit	Check up							
Duration	20 minutes (5-1200)							
Billing Profile	Physical Check Up							
Payment Profile	Insurance \$							
Enable for Online Scheduling	Allow your patients to select this profile when they schedule an appointment with you online							
Consent Forms	Check to select consent forms							
	Save Save as Cancel							