Setting a Default Appointment Time
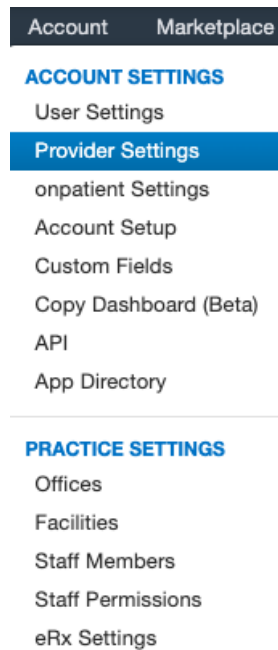
You can set a default appointment time in your account so that appointments will be booked for the time you set. You can always change individual appointment times or set appointment times with appointment profiles.

To set a default appointment time:

1. Go to **Account** > **Provider Settings** and click on the **General** tab.

2. Select the number of minutes with the (
⬍
) arrows.

Account Settings

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

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	Primary Office ▾	Default Office 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 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

3. Scroll down and select

Update Entire Profile

to save your changes.

With this set, all new appointments created will automatically be set to the time that you entered.