Bulk Schedule Appointments

Last modified on 07/22/2026 7:25 pm EDT

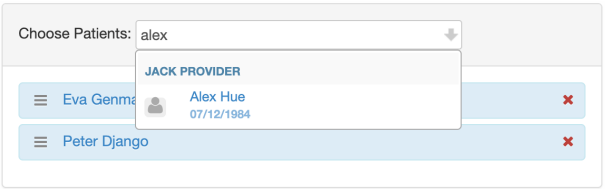
Schedule appointments for multiple patients in sequential time slots | Schedule appointments for multiple patients in the same time slot | Schedule recurring appointments for multiple patients

You can schedule appointments for multiple patients at once on the **Bulk Schedule Appointments** page.

- Once a patient's box turns green (scheduled), the **Choose Patients** search bar is disabled and no new patients can be added to the list. Select **Refresh List** to clear the completed boxes before searching for and scheduling additional patients.
- Do not add the same patient to the bulk scheduling list multiple times; if you need to schedule the same patient or group of patients again, use **Refresh List** first.
- If scheduling fails for a patient, the patient box turns red. Select the refresh icon to turn the patient box back to blue to retry scheduling.

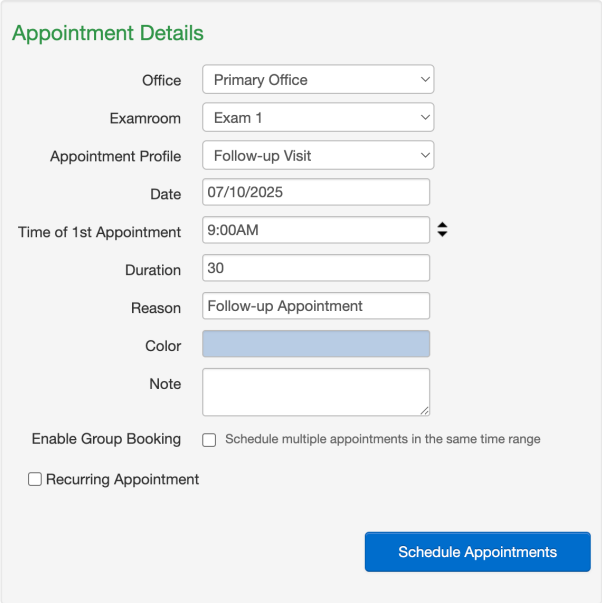
Schedule appointments for multiple patients in sequential time slots

1. Select **Schedule** > **Bulk Appointments**.
2. Search and select the patients you want to schedule from the **Choose Patients** search box.



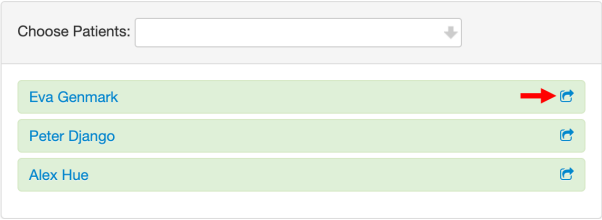
3. Fill out the appointment details and then select **Schedule Appointments**.

The sequence of the appointments starts with the time you select in the **Time of 1st Appointment** box. Each appointment is then booked sequentially in time slots based on the time frame in the **Duration** box.

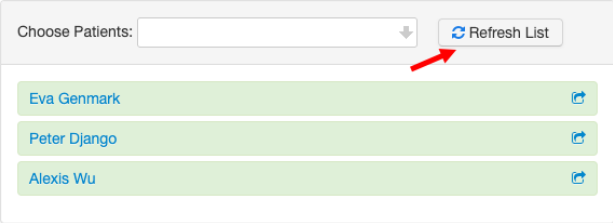


Success messages appear in the upper-left corner once appointments are scheduled. Once the patient's box turns green, it means the appointment was successfully scheduled.

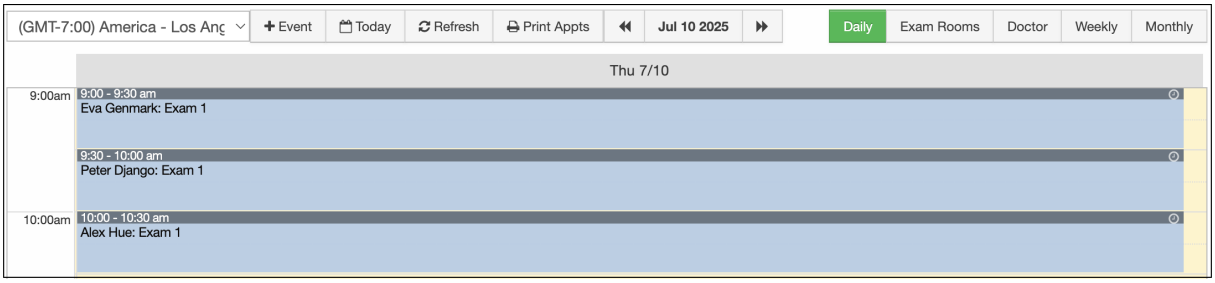
Select **Open this appointment** to see the patient's appointment details.



4. To schedule appointments for additional patients, select **Refresh List** to clear the completed rows. The **Choose Patients** search bar remains disabled until the list is refreshed.



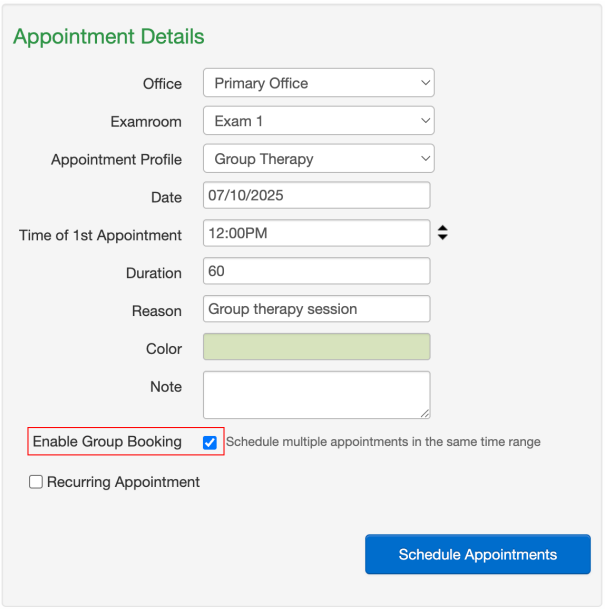
The image below shows all three bulk-scheduled appointments on the **Calendar scheduled** in 30-minute increments.



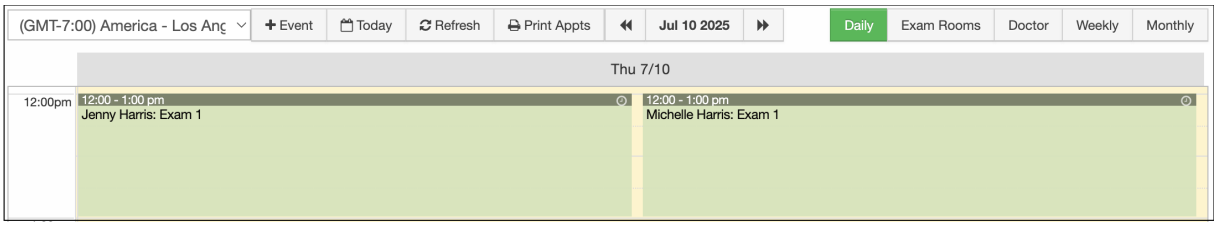
Schedule appointments for multiple patients in the same time slot

1. Perform steps 1 and 2 in the sequential time slot procedure.

2. Fill out the appointment details, select the **Enable Group Booking** checkbox, and then select **Schedule Appointments**.



The image below shows two patients scheduled for the same time.



Schedule recurring appointments for multiple patients

1. Perform the steps in the sequential time slot or same time slot procedure, but do not select **Schedule Appointments** yet.

2. Select the **Recurring Appointment** checkbox.

3. Fill out the recurring appointment details and then select **Schedule Appointments**.

