Bulk Schedule Appointments

Last modified on 07/10/2025 8:04 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.

> 💡 Do not add the same patient to the bulk scheduling list multiple times (for example, create a bulk appointment for one patient and then add that patient over and over again). The best practice is to refresh the list if you need to schedule the same patient or group of patients again.
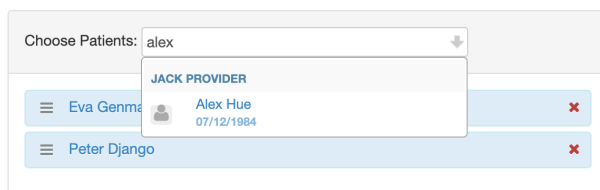>
> If scheduling fails for a patient, the patient container turns red. Select the refresh icon 🔁 to turn the patient container back to blue to retry scheduling.
>
> Maria Mia Alcina 🔁   ℹ

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** box.

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

> ℹ 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 the appointments are scheduled. Select **Open this appointment** to open an appointment.

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**.

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**.