

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.

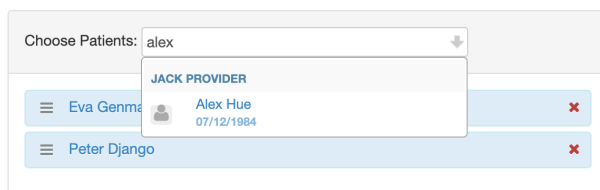
If scheduling fails for a patient, the patient container turns red. Select the refresh icon  to turn the patient container back to blue to retry scheduling.

Maria Mia Alcina 



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**.



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.

Appointment Details

Office

Primary Office

▼

Examroom

Exam 1

▼

Appointment Profile

Follow-up Visit

▼

Date

07/10/2025

Time of 1st Appointment

9:00AM

↕

Duration

30

Reason

Follow-up Appointment

Color


Note

Enable Group Booking

☐ Schedule multiple appointments in the same time range


☐ Recurring Appointment

Schedule Appointments


Success messages appear in the upper left corner once the appointments are scheduled. Select **Open this appointment**  to open an appointment.

Choose Patients: ▼


Eva Genmark

→ 

Peter Django



Alex Hue



(GMT-7:00) America - Los Angeles		+ Event	Today	Refresh	Print Appts	◀	Jul 10 2025	▶	Daily	Exam Rooms	Doctor	Weekly	Monthly
Thu 7/10													
9:00am	9:00 – 9:30 am	Eva Genmark: Exam 1											
	9:30 – 10:00 am	Peter Django: Exam 1											
10:00am	10:00 – 10:30 am	Alex Hue: Exam 1											

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**.

(GMT-7:00) America - Los Angeles

+ Event

Today

Refresh

Print Appts

◀

Jul 10 2025

▶

Daily

Exam Rooms

Doctor

Weekly

Monthly

Thu 7/10

12:00pm

12:00 - 1:00 pm

Jenny Harris: Exam 1

12:00 - 1:00 pm

Michelle Harris: Exam 1

☒ **Recurring Appointment**

Weekdays:

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

Recurs Every:

week(s)

Last Appointment

☒ Never ends

[Schedule Appointments](#)