

CSR Scheduling

Chi Achacoso - 2023-04-14 - Comments (0) - CSR

Similar to providers and clinic admins, a CSR also has the capacity to schedule on behalf of the provider as long as he/she is assigned to that provider's waiting room. On this article, we'll be exploring:

- [How to Open Appointment Slots](#)
- [How to Create a Scheduled Appointment](#)
- [Related Articles](#)

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Opening Appointment Slots

1. Log into your clinic (see [guide](#)). Click on the **Schedule** tab.
2. You can filter the calendar by state, room, specialty and/or provider if you have a multi-provider. You may also edit the time division.
3. If these are not necessary or applicable to you, you may proceed to click on **Create**.

Related Content

- [Set Visit Option for Group Appointment](#)