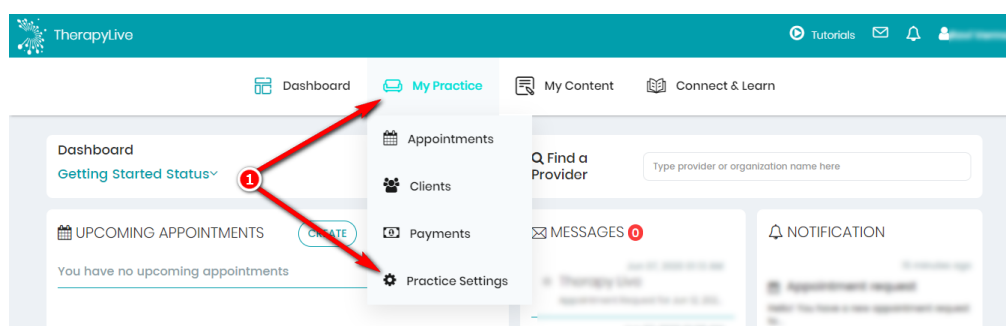


How can I add a new service or edit the services that I offer?

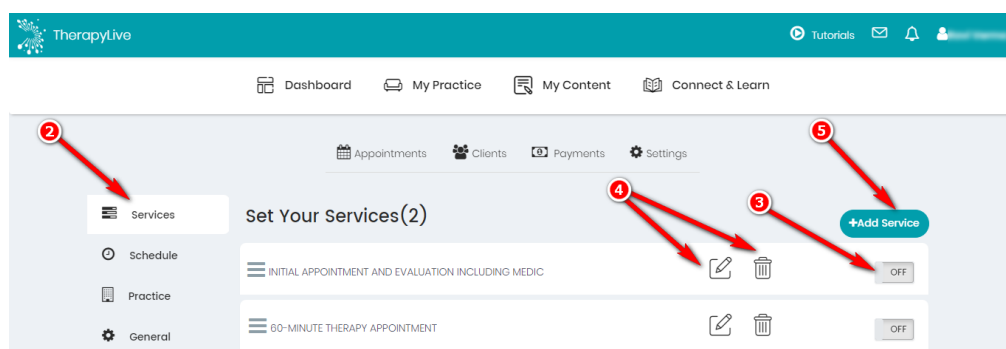
Customer Success Liaison - 2020-08-19 - in Calendar and Appointment Scheduling

The steps below will outline how to add a new service or edit the existing services that you offer:

1. Click on “My Practice” and select “Practice Settings” from the drop-down menu.



2. Click on the “Services” tab located on the left side of the page.
3. You will notice that there are few services automatically included. You can either use these services by clicking the “Off” button and change its status to “On”.
4. You can edit or delete them as well by clicking on the edit or delete icons.
5. You can also add your own services by clicking on the “Add Service” button.



6. You will be asked to enter following details:
 1. Service Name
 2. Service Description
 3. Name of Service
 4. Service Procedural Code
 5. Price of Service
 6. Time Interval
7. Click on the “Save” button to save your service.



Service Name

(For Public View)

Service Description

(For Public View)

Name of Service

(For Internal Reporting)

Service Procedural Code

(For Internal Reporting)

Price of Service

Time Interval

60 Minutes



7

Save

Reset

6

