



TRANSITIONING TO ADVANCED ONLINE APPOINTMENT SCHEDULING

It is important to maintain continuity when transitioning to a comprehensive online appointment scheduling system such as [DayClips](#). It may seem like a daunting task, but it really isn't. In fact, it may be done seamlessly and without interruption. Keep your old system handy as you make the transition. Select a convenient cut-off date and transfer appointments from your old system to your new system when the number of appointments makes it feasible.

- **SET UP YOUR ONLINE APPOINTMENT SCHEDULING SYSTEM IN ADVANCE**

Set up your online appointment scheduling system in plenty of advance time. This way, you will be able to think about your choices and have enough time to make any changes before actually implementing the system. Go to the Settings utility section of your online appointment scheduling system to set up important parameters of your office. Designate the opening and closing hours (limiting hours) for the entire office. Then designate the limiting hours for a specific service professional. For example, Dr. Smith may limit his workdays from 9 am to 3 pm on Monday, Tuesday, and Friday. You need to set up types of service(s) for each health care professional.

- **NOTIFY YOUR PATIENTS**

Many of your patients will be pleased by this convenient service and impressed by your commitment to keep at the forefront of technology. This reflects well on you and your practice. A number of effective ways may be used to notify your patients of the availability of your advanced online appointment scheduling. A link to your online appointment scheduling system may be incorporated on your website. [DayClips](#), a reliable and free online appointment system, offers an easy way to add a specialized link for online appointment scheduling. Patients may also be notified by a message on your telephone answering machine. The message may be something like this:

"If you are a patient and need to schedule an appointment, please hold for the secretary or schedule your appointment online at www.DayClips.com."

Use the address of your online appointment scheduling website on office stationary, prescription pads, appointment reminder cards, and office brochures. You will be pleasantly surprised by the positive response.