Make sure you've covered all your bases

Practice Profile

- [ ] Upload your Practice logo
- [ ] Set your practice website URL
- [ ] Set your standard Practice hours
- [ ] Set public holidays and exceptions
- [ ] Create a Booking policy shown to patients before booking confirmation

Online Settings

- [ ] Allow cancellation or adjustment within a set period
- [ ] Set period in advance a patient can book an appointment
- [ ] Limit the number of appointments a patient can book online in a set period

Appointment Types

For each appointment type:

- [ ] Add a description for patients
- [ ] Allow online booking for new and current patients
- [ ] Create an appointment confirmation email

Providers

For each Provider:

- [ ] Select appointment types available for online booking
- [ ] Add a biography and areas of expertise

Exclusion Periods

- [ ] Set the time periods in which online booking is available

Click Help > Knowledge Base in Premier Online Services for self-help materials.

Bp Learning