

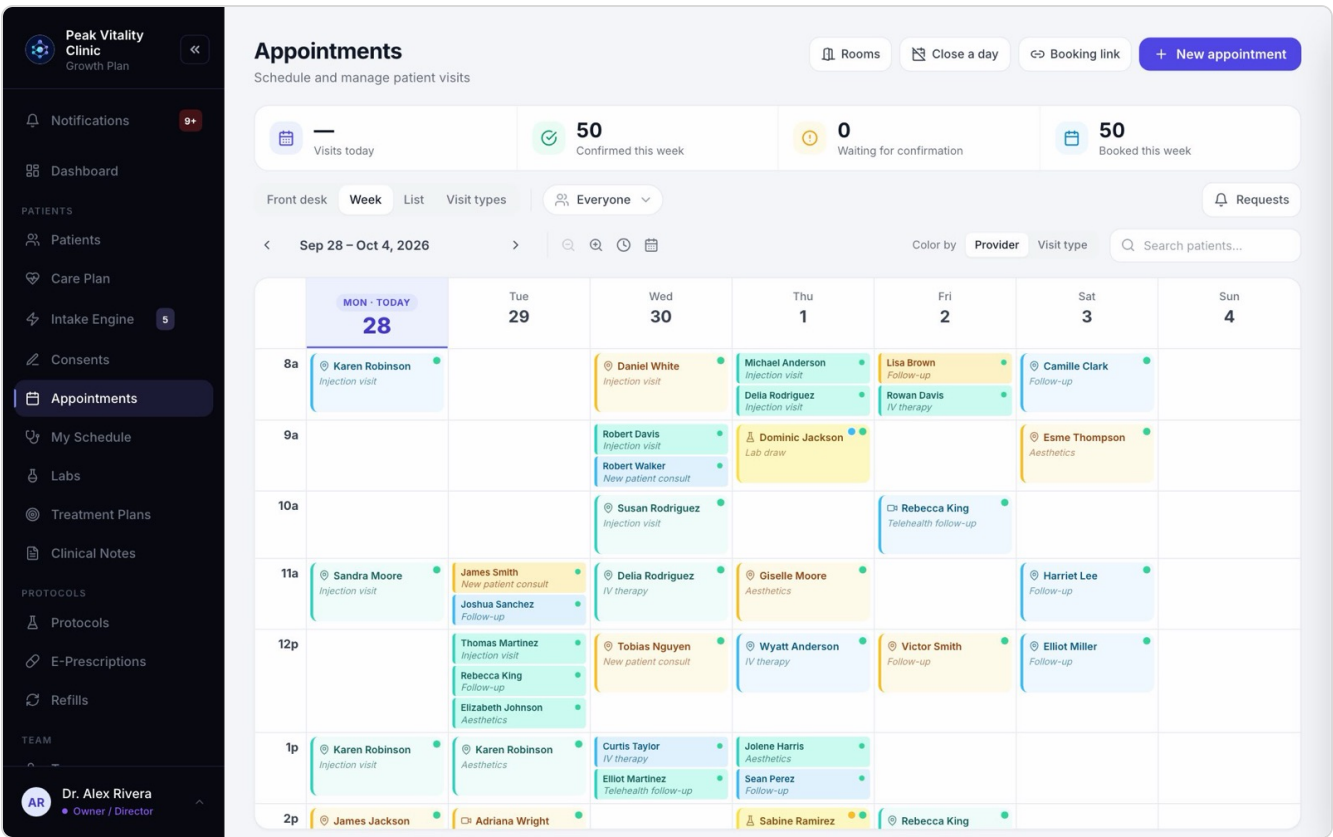
Appointments

Every visit, for everyone. Book visits, run the front desk, and open any appointment to check a patient in, move it or charge it.

Page manual · For Everyone who books or sees patients · aminova.health/university/appointments

1. THE PAGE AT A GLANCE

Appointments is the clinic's whole schedule. Across the top are the week's numbers; below them, four ways to look at the schedule, a filter for whose schedule you see, and the schedule itself.



Appointments, in the Week view.

2. THE WEEK IN NUMBERS

Visits today, visits confirmed this week, visits still waiting for confirmation, and everything booked this week.

Peak Vitality Clinic
Growth Plan

Appointments
Schedule and manage patient visits

Rooms Close a day Booking link New appointment

8 Visits today 50 Confirmed this week 0 Waiting for confirmation 50 Booked this week

Front desk Week List Visit types Everyone Requests

Sep 28 – Oct 4, 2026

	MON · TODAY 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat 3	Sun 4
8a	Karen Robinson Injection visit		Daniel White Injection visit	Michael Anderson Injection visit Della Rodriguez Injection visit	Lisa Brown Follow-up Rowan Davis IV therapy	Camille Clark Follow-up	
9a			Robert Davis Injection visit Robert Walker New patient consult	Dominic Jackson Lab draw		Esme Thompson Aesthetics	

The week's numbers, always at the top.

3. FOUR WAYS TO LOOK

1. **Front desk** runs today: who is arriving, waiting, in a visit, and done.
2. **Week** is the calendar, colored by provider.
3. **List** shows the same visits as rows, easy to scan.
4. **Visit types** is where you set up what can be booked.

Clinic
Growth Plan

Appointments
Schedule and manage patient visits

Rooms Close

8 Visits today 50 Confirmed this week 0 Waiting for confirmation

Front desk Week List Visit types Everyone

Sep 28 – Oct 4, 2026

	MON · TODAY 28	Tue 29	Wed 30	Thu 1	Fri 2
8a	Karen Robinson Injection visit		Daniel White Injection visit	Michael Anderson Injection visit Della Rodriguez Injection visit	Lisa Brown Follow-up Rowan Davis IV therapy
9a			Robert Davis Injection visit Robert Walker New patient consult	Dominic Jackson Lab draw	
10a			Susan Rodriguez Injection visit		Rebecca K. Telehealth follow-up

Switch views with the tabs under the numbers.

4. WHOSE SCHEDULE YOU SEE

1. Click **Everyone** to pick one provider.

2. Each provider has their own color on the calendar.

Appointments

manage patient visits

Rooms Close a day Booking link + New appointment

50 Confirmed this week 0 Waiting for confirmation 50 Booked this week

Week List Visit types Everyone

Oct 4, 2026

Color by Provider Visit type Search patients...

MON · TODAY 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat 3	Sun 4
Aren Robinson Injection visit		Daniel White Injection visit	Michael Anderson Injection visit Delia Rodriguez Injection visit	Lisa Brown Follow-up Rowan Davis IV therapy	Camille Clark Follow-up	
		Robert Davis Injection visit Robert Walker New patient consult	Dominic Jackson Lab draw		Esme Thompson Aesthetics	
		Susan Rodriguez Injection visit		Rebecca King Telehealth follow-up		

The Everyone menu narrows the schedule to one provider.

5. BOOK A VISIT

1. Click **New appointment**.
2. Pick the category, then the kind of visit.
3. Pick the patient and a time. The times shown are only the ones the provider is really free.
4. Check the summary and book it. The visit's forms, prep and deposit go out on their own.

Close a day
Booking link
+ New appointment

ation

50

Booked this week

Requests

r by
Provider
Visit type

Search patients...

Fri 2	Sat 3	Sun 4
is	Camille Clark Follow-up	
	Esme Thompson Aesthetics	

New appointment starts every booking.

6. THE CALENDAR

1. Each visit shows the patient and the kind of visit, in the provider's color.

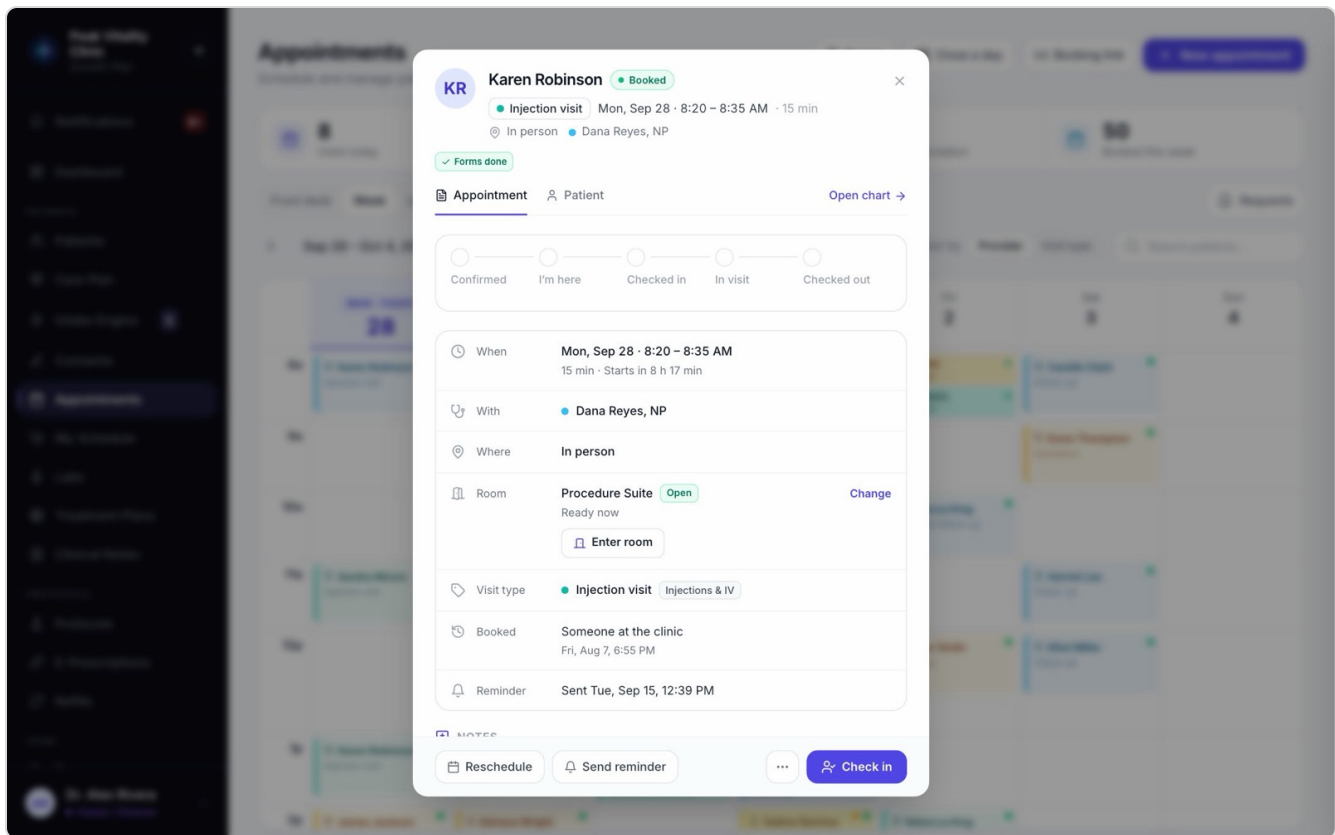
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2. Faded visits are already over.
3. Click any visit to open it.

The week, colored by provider. Faded visits have already happened.

7. OPEN A VISIT

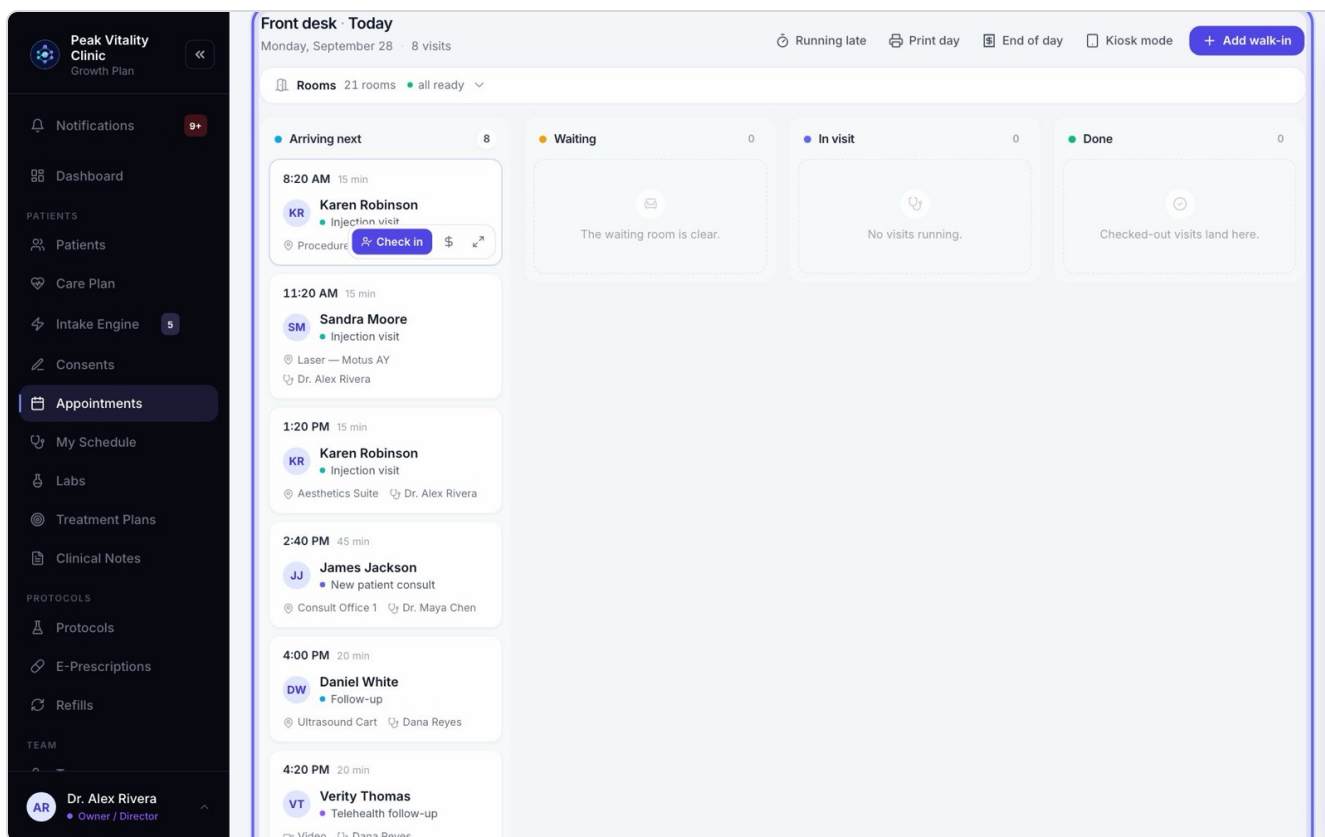
1. The visit opens in a panel with everything about it: when, with whom, where, the kind of visit, who booked it, and the last reminder sent.
2. The main button changes with the visit: **Confirm**, **Check in**, **Check out** or **Charge**.
3. **Reschedule**, **Send reminder** and the ... menu hold everything else, like no-show and cancel.
4. Allergies show as a red tag at the top. The **Patient** tab has their details, last visit and forms.



An appointment, opened. The main action changes as the visit moves along.

8. RUN THE FRONT DESK

1. Open the **Front desk** tab.
2. Today is in lanes: arriving, waiting, in a visit, done.
3. Click a patient to check them in, move them along or check them out.



The front desk: today, lane by lane.

9. REQUESTS FROM PATIENTS

1. Visits patients asked for online land under **Requests**.
2. Approve one, or offer another time.

↪ Booking link

+ New appointment



50

Booked this week



Requests

ider

Visit type



Search patients...

Sat

3

Sun

4



Camille Clark

Follow-up



Esme Thompson

Aesthetics

Requests: visits patients asked for, waiting on you.

10. YOUR BOOKING LINK

Click **Booking link** to turn on the link for your website and copy it. See the visit types and booking link setup guide for the details.

The screenshot shows a booking interface with a top navigation bar containing four buttons: 'Rooms', 'Close a day', 'Booking link' (highlighted with a blue border), and '+ New appointment'. Below the navigation bar, there are two summary cards: '0 Waiting for confirmation' and '50 Booked this week' (with a calendar icon). To the right of these cards is a 'Requests' button with a bell icon. Below the summary cards is a filter section with 'Color by' and two tabs: 'Provider' (selected) and 'Visit type'. A search bar labeled 'Search patients...' is also present. The main area is a calendar grid with columns for 'Fri 2', 'Sat 3', and 'Sun 4'. On Friday, there are two appointments: 'Lisa Brown Follow-up' and 'Rowan Davis IV therapy'. On Saturday, there are two appointments: 'Camille Clark Follow-up' and 'Esme Thompson Aesthetics'. Each appointment card has a green dot in the top right corner.

Booking link opens your link and its settings.

11. CLOSE A DAY

For a holiday or a day away, click **Close a day**. Nothing new can be booked while it's closed. Visits already booked stay put, so you decide about each one.

Rooms

Close a day

Booking link

+ New appointment

0

Waiting for confirmation

50

Booked this week

Requests

Color by

Provider

Visit type

Search patients...

	Thu 1	Fri 2	Sat 3	Sun 4
	Michael Anderson Injection visit Della Rodriguez Injection visit	Lisa Brown Follow-up Rowan Davis IV therapy	Camille Clark Follow-up	
	Dominic Jackson Lab draw		Esme Thompson Aesthetics	

Close a day blocks new bookings for the days you pick.

12. ROOMS

Rooms shows who is in which room right now, the day room by room, and where you set your rooms up.

Rooms

Close a day

Booking link

New appointment

med this week

0

Waiting for confirmation

50

Booked this week

none

Requests

🕒

📅

Color by

Provider

Visit type

Search patients...

Wed 30	Thu 1	Fri 2	Sat 3	Sun 4
📍 Daniel White Injection visit	Michael Anderson Injection visit Delia Rodriguez Injection visit	Lisa Brown Follow-up Rowan Davis IV therapy	📍 Camille Clark Follow-up	
Robert Davis Injection visit Robert Walker New patient consult	🧪 Dominic Jackson Lab draw		📍 Esme Thompson Aesthetics	

Rooms opens the live room board.