

Connect your calendar

Each provider connects their own work calendar. Their visits show up on it without patient names, and their busy times stop Aminova offering those slots.

Setup guide · For Providers, Nurses and MAs, Anyone who sees patients · aminova.health/university/google-calendar

1. WHAT IT DOES

Once you connect, Aminova adds a new calendar named “Aminova” inside your calendar account and keeps your visits on it. Each visit shows as “Aminova” and the kind of visit, with a link back to the appointment. Patient names are never sent.

Aminova also checks when you’re busy on your own calendar, and stops offering those times. It only learns that you’re busy, never what you’re doing. It can’t read, change or delete anything on your own calendars.

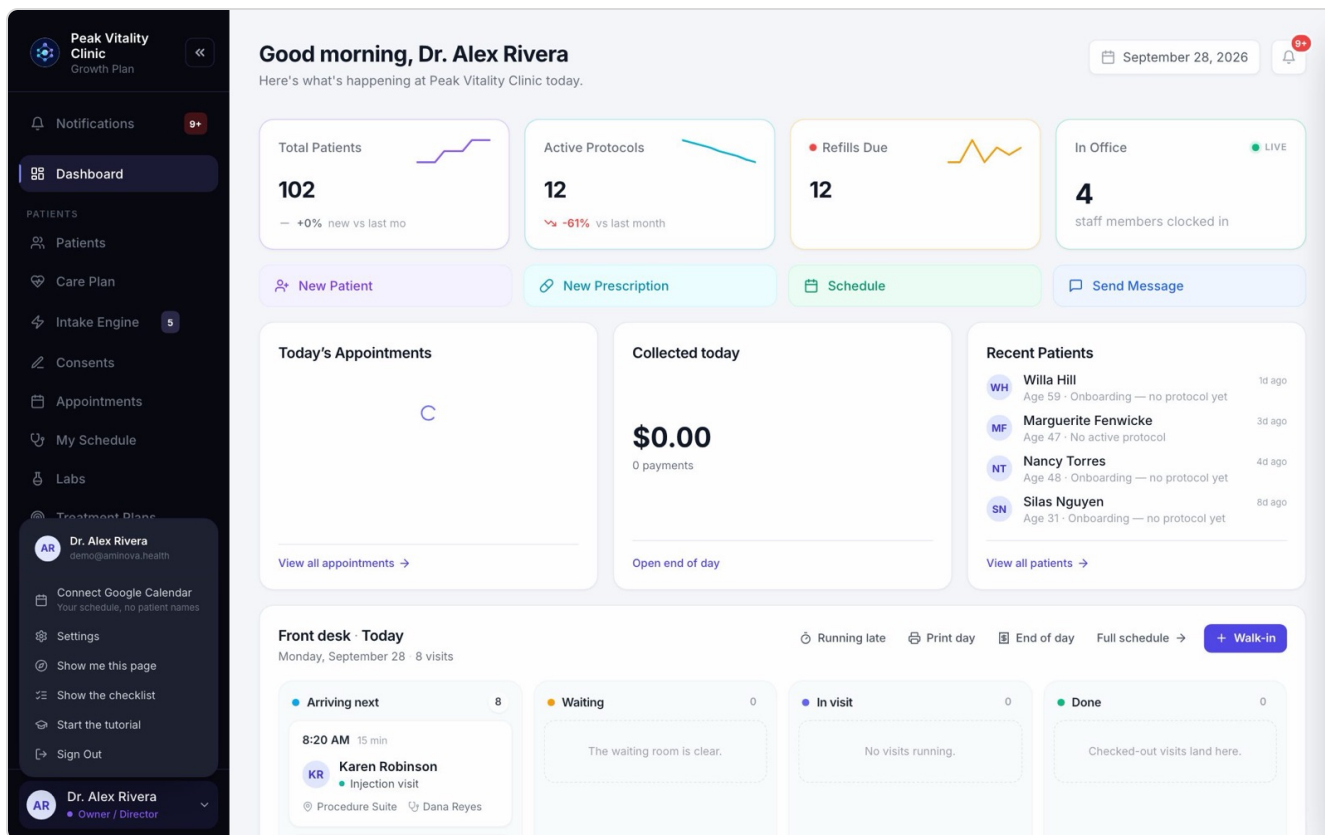
2. EVERYONE CONNECTS THEIR OWN

This is personal, not a clinic setting. Each person connects their own calendar, from their own menu. You don’t need an owner to do it for you.

It works one way. Book, move or cancel a visit in Aminova and your calendar follows. Moving an event in your calendar never moves a patient.

3. CONNECT IT

1. Click your name at the bottom of the sidebar.
2. Click **Connect Google Calendar**. It says **Your schedule, no patient names** under it.
3. Sign in to your calendar account and allow access.
4. You’re brought back to Aminova.



Click your name at the bottom of the sidebar to open your menu.

Tip. Not in your menu? Contact us and we'll check your account.

4. CHECK IT'S CONNECTED

1. Open your name menu again.
2. It now says **Google Calendar**, with the account it's connected to under it. Make sure that's the account you meant.
3. Click it to open your calendar options.

5. CHOOSE WHETHER BUSY TIMES BLOCK YOU

1. **Busy times block my Aminova slots** is ticked to start with.
2. Leave it ticked, and anything on your own calendar takes that time in Aminova too.
3. Untick it only if you want Aminova to offer times you're busy elsewhere.

6. PICK YOUR REMINDER

1. Under **Reminder on my visits**, pick when your calendar should remind you: **10 minutes before**, **30 minutes before**, **1 hour before** or **1 day before**.
2. Or pick **My calendar's own setting**, or **No reminder**.
3. It applies to visits added from now on. Your choices save on their own.

Tip. The appointment reminder Aminova sends goes to the patient. This one is for you.

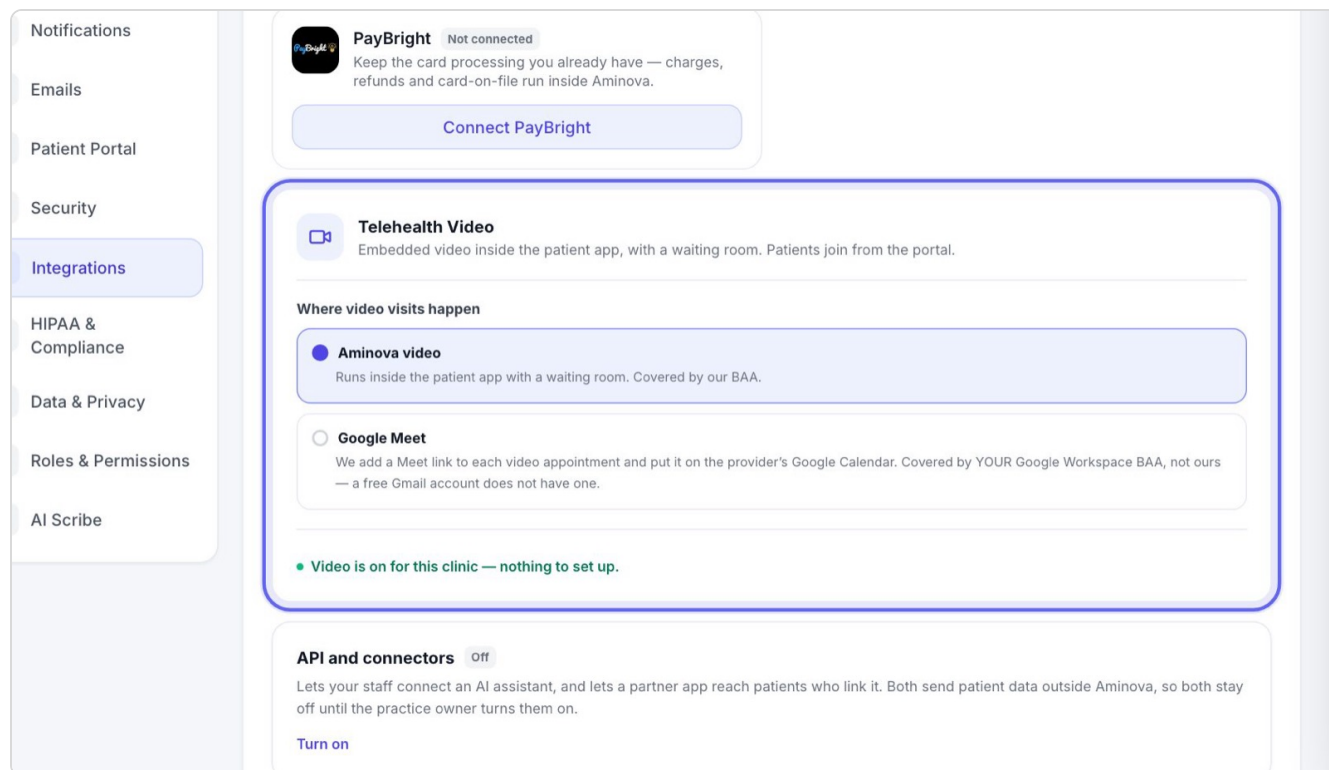
7. WHICH VISITS SHOW UP

1. Visits booked, moved or canceled after you connect show up on your calendar.
2. A visit has to have you as its provider to show up on yours.
3. While your clinic is in training mode, nothing is written to anyone's calendar. Your visits start showing once you're live.

8. IF YOUR CLINIC RUNS VIDEO VISITS ON ITS OWN MEETING LINKS

In **Settings → Integrations**, your clinic can choose to run video visits on its own **Google Meet**. Then each video visit's calendar event gets a meeting link, and the link shows on the appointment in Aminova.

That only works for providers who have connected their calendar. Until you connect, your video visits use the video room built into the patient app, if your clinic has it. If it doesn't, video visits can't be booked with you. The video visits setup guide explains the choice.



Where video visits happen: built into the patient app, or on your clinic's own meeting links.

9. IF SOMETHING GOES WRONG

1. If your menu says **Having trouble reaching your calendar**, Aminova couldn't reach it. Until it can, only your Aminova schedule decides your open times.
2. If it says **Reconnect Google Calendar**, access was removed from your calendar account. Click it and sign in again.

3. To disconnect, remove Aminova's access in your calendar account's settings.