

Set up your rooms

Add each room and each piece of equipment that gets booked, in the order they sit on your floor. Then tell each visit type which rooms it can use.

Setup guide · For Owners, Managers · aminova.health/university/rooms-setup

1. WHY SET UP ROOMS

Once your rooms are in, the front desk sees who is in which room, which rooms are being cleaned and which are free. A visit that needs certain rooms is only offered when one of them is free.

Equipment, like a laser, is set up the same way, so one device is never promised to two rooms at once.

2. OPEN YOUR ROOM SETUP

1. Go to **Appointments** and click **Rooms** at the top right.
2. Click the **Rooms** tab.
3. Only owners and managers can add or change rooms. Everyone else sees the list.

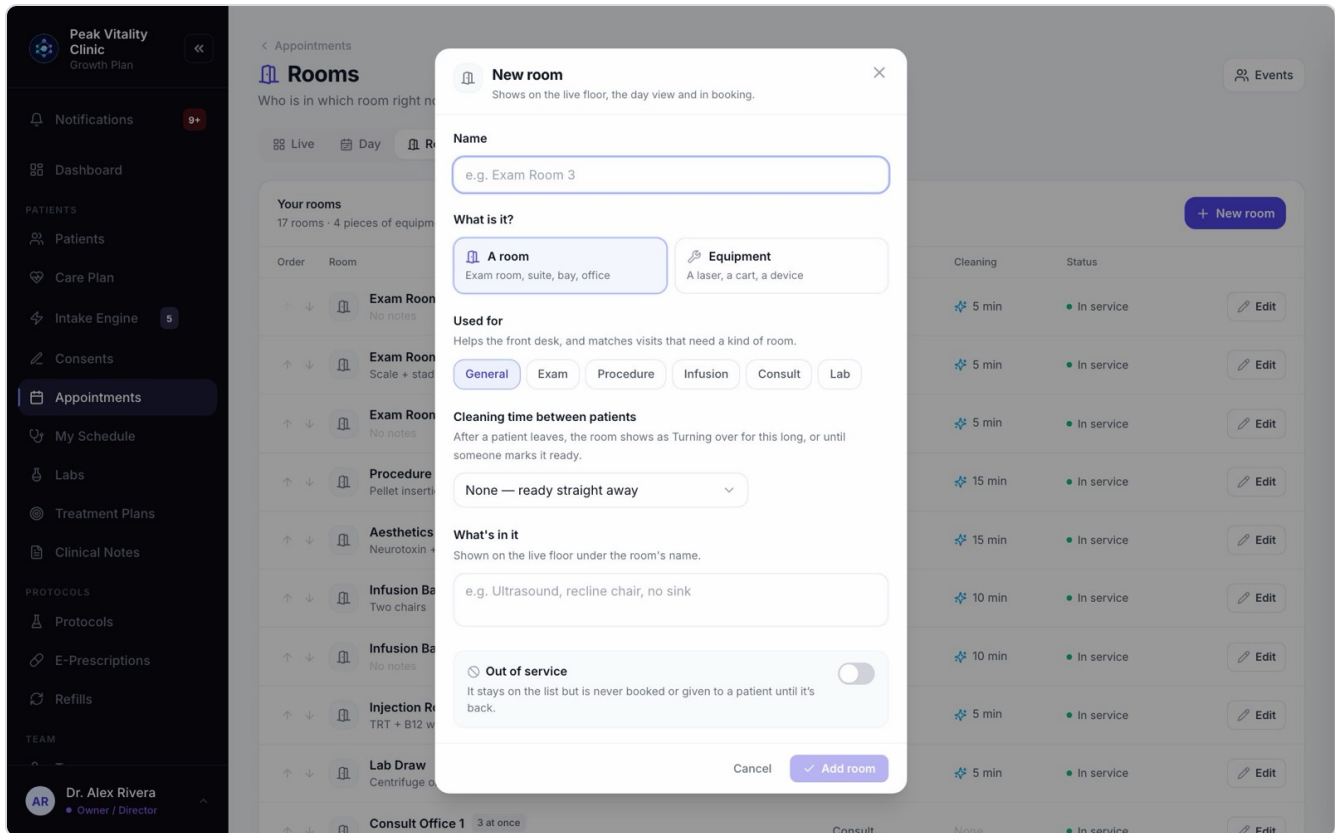
The screenshot shows the 'Peak Vitality Clinic' app interface. On the left is a dark sidebar with navigation options: Notifications (9+), Dashboard, PATIENTS (Patients, Care Plan, Intake Engine (5), Consents), Appointments (selected), My Schedule, Labs, Treatment Plans, Clinical Notes, PROTOCOLS (Protocols, E-Prescriptions, Refills), and TEAM (Dr. Alex Rivera, Owner / Director). The main content area is titled 'Rooms' under the 'Appointments' section. It includes a sub-header 'Who is in which room right now, the day room by room, and your room setup' and tabs for 'Live', 'Day', and 'Rooms' (selected). A '+ New room' button is in the top right. Below is a table titled 'Your rooms' with 17 rooms and 4 pieces of equipment. The table has columns: Order (with up/down arrows), Room (with a room icon), Used for, Cleaning (with a clock icon), Status (with a green dot icon), and an 'Edit' button (with a pencil icon). The rooms listed are: Exam Room 1 (No notes, Exam, 5 min, In service), Exam Room 2 (Scale + stadiometer, Exam, 5 min, In service), Exam Room 3 (No notes, Exam, 5 min, In service), Procedure Suite (Pellet insertions, excisions, Procedure, 15 min, In service), Aesthetics Suite (Neurotoxin + filler; recline chair, Procedure, 15 min, In service), Infusion Bay A (Two chairs, 2 at once, Infusion, 10 min, In service), Infusion Bay B (No notes, 2 at once, Infusion, 10 min, In service), Injection Room (TRT + B12 walk-ins, Procedure, 5 min, In service), Lab Draw (Centrifuge on bench, Lab, 5 min, In service), and Consult Office 1 (3 at once, Consult, None, In service).

Order	Room	Used for	Cleaning	Status	Edit
↑ ↓	Exam Room 1 No notes	Exam	⌚ 5 min	● In service	✎ Edit
↑ ↓	Exam Room 2 Scale + stadiometer	Exam	⌚ 5 min	● In service	✎ Edit
↑ ↓	Exam Room 3 No notes	Exam	⌚ 5 min	● In service	✎ Edit
↑ ↓	Procedure Suite Pellet insertions, excisions	Procedure	⌚ 15 min	● In service	✎ Edit
↑ ↓	Aesthetics Suite Neurotoxin + filler; recline chair	Procedure	⌚ 15 min	● In service	✎ Edit
↑ ↓	Infusion Bay A Two chairs 2 at once	Infusion	⌚ 10 min	● In service	✎ Edit
↑ ↓	Infusion Bay B No notes 2 at once	Infusion	⌚ 10 min	● In service	✎ Edit
↑ ↓	Injection Room TRT + B12 walk-ins	Procedure	⌚ 5 min	● In service	✎ Edit
↑ ↓	Lab Draw Centrifuge on bench	Lab	⌚ 5 min	● In service	✎ Edit
↑ ↓	Consult Office 1 3 at once	Consult	None	● In service	✎ Edit

Appointments → Rooms → the Rooms tab.

3. ADD A ROOM

1. Click **New room**. With no rooms yet, the button says **Add your first room**.
2. Type a **Name** people will know it by, like “Exam Room 3”.
3. Under **What is it?**, choose **A room** or **Equipment**.



The room builder: everything about one room on one screen.

4. WHAT IT'S USED FOR

1. Under **Used for**, pick **General**, **Exam**, **Procedure**, **Infusion**, **Consult** or **Lab**.
2. It helps the front desk, and matches visits that need a kind of room.
3. Picking one also fills in a usual cleaning time for you. You can change it.

5. CLEANING TIME

1. Set **Cleaning time between patients**, from **None — ready straight away** up to 60 minutes.
2. When a patient leaves, the room shows as **Turning over** for this long, or until someone marks it ready.

6. WHAT'S IN IT

1. Under **What's in it**, note anything useful, like “Ultrasound, recline chair, no sink”. For equipment this box is called **Notes**.
2. It shows under the room's name on the live floor.

7. SAVE IT

1. Press **Add room**, or **Add equipment**.
2. To change a room later, press **Edit** on its row, make your changes, and press **Save changes**.
3. Nothing saves until you press the button. Closing with changes asks you first.

8. PUT THEM IN FLOOR ORDER

1. Use the up and down arrows on each row.
2. Put them in the order you walk the hallway. The live floor shows them in this order, so it's quick to scan.

Order	Room	Used for	Cleaning	Status	
↑ ↓	Exam Room 1 No notes	Exam	⚙️ 5 min	● In service	Edit
↑ ↓	Exam Room 2 Scale + stadiometer	Exam	⚙️ 5 min	● In service	Edit
↑ ↓	Exam Room 3 No notes	Exam	⚙️ 5 min	● In service	Edit
↑ ↓	Procedure Suite Pellet insertions, excisions	Procedure	⚙️ 15 min	● In service	Edit
↑ ↓	Aesthetics Suite Neurotoxin + filler; recline chair	Procedure	⚙️ 15 min	● In service	Edit
↑ ↓	Infusion Bay A 2 at once Two chairs	Infusion	⚙️ 10 min	● In service	Edit
↑ ↓	Infusion Bay B 2 at once No notes	Infusion	⚙️ 10 min	● In service	Edit
↑ ↓	Injection Room TRT + B12 walk-ins	Procedure	⚙️ 5 min	● In service	Edit
↑ ↓	Lab Draw Centrifuge on bench	Lab	⚙️ 5 min	● In service	Edit
↑ ↓	Consult Office 1 3 at once No notes	Consult	None	● In service	Edit
↑ ↓	Consult Office 2 3 at once Used for telehealth when free	Consult	None	● In service	Edit
↑ ↓	Recovery Lounge 4 at once Post-procedure observation	General	⚙️ 5 min	● In service	Edit
↑ ↓	Laser — Motus AY Equipment Requires certified operator	Procedure	⚙️ 20 min	● In service	Edit

Your rooms, with arrows to put them in floor order.

9. OUT OF SERVICE, OR REMOVED

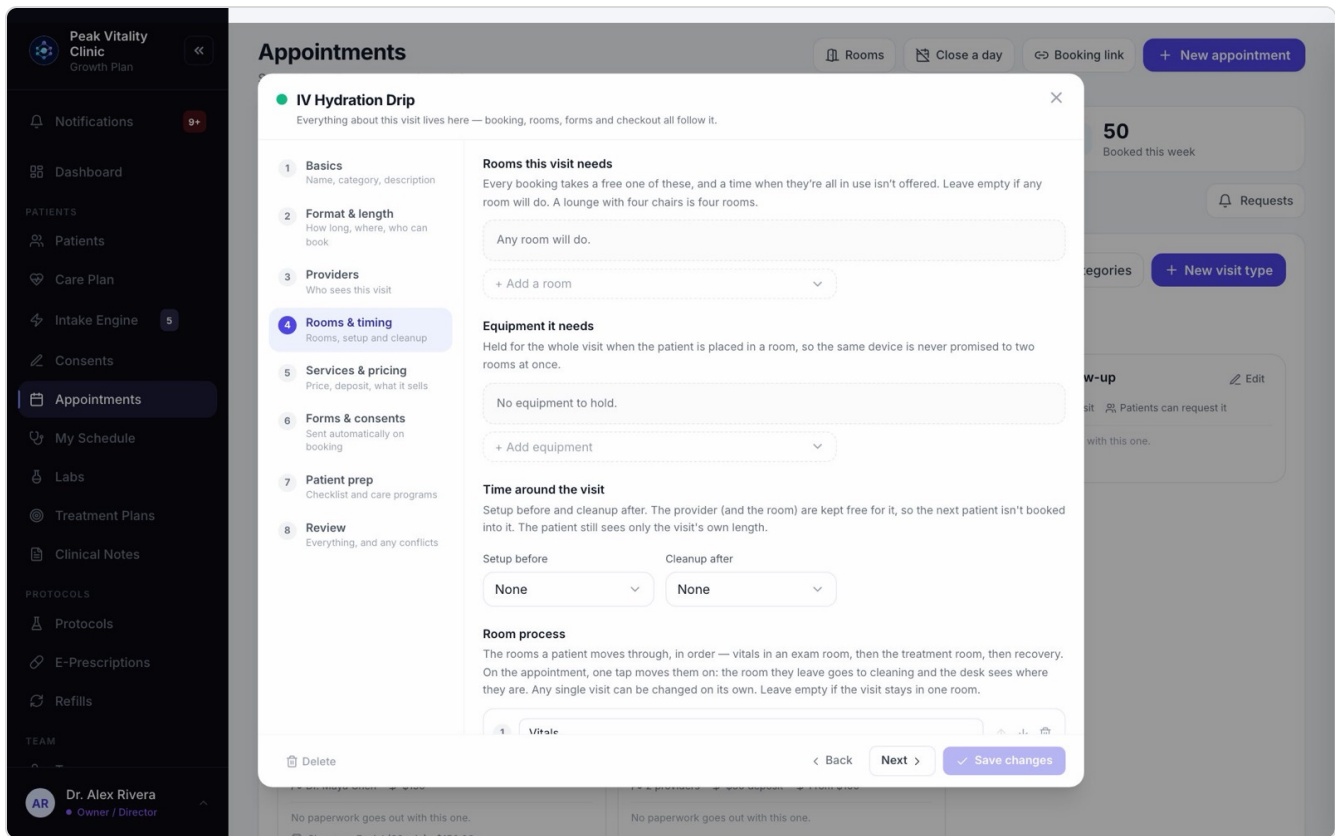
1. A broken room: open it, switch on **Out of service** and say what's wrong. It stays on the list but is never booked or given to a patient until it's back.
2. A room you no longer have: open it and press **Remove room**. It stops showing on the floor and in booking. Past visits keep the room's name.

10. TELL EACH VISIT WHICH ROOMS IT USES

1. Go to **Appointments** → **Visit types** and click **Edit** on a visit.
2. Open **Rooms & timing**.
3. Under **Rooms this visit needs**, press **Add a room** for each room it can use. Leave it empty if any room will do.

4. Under **Equipment it needs**, add any device that must be free too.

5. Save the visit type.



Rooms & timing, in the visit type builder.

Tip. A visit is only offered at times when one of its rooms is free. A lounge with four chairs is set up as four rooms.

11. VISITS THAT MOVE BETWEEN ROOMS

If a patient moves from room to room during one visit, like vitals, then a drip, then recovery, add room steps to that visit type. The Room steps manual shows how.

12. CHECK YOUR FLOOR

Open the **Live** tab. Your rooms are there, all **Ready**. You're set.

Peak Vitality
Clinic

Growth Plan

Notifications

Dashboard

PATIENTS

Patients

Care Plan

Intake Engine

Consents

Appointments

My Schedule

Labs

Treatment Plans

Clinical Notes

PROTOCOLS

Protocols

E-Prescriptions

Refills

TEAM

Dr. Alex Rivera

Owner / Director

Appointments

Rooms

Who is in which room right now, the day room by room, and your room setup

Live

Day

Rooms

The floor right now

updates live

21 rooms

In use

Turning over

Ready

Out of service

Waiting

In use

Nobody is in a room right now

A room lights up here the moment a provider taps Enter room, or a patient is placed.

Waiting room

Nobody waiting

Checked-in patients show here until they're in a room.

Ready

21

Every room is free

Exam Room 1

Exam

Exam Room 2

Scale + stadiometer

Exam Room 3

Exam

Procedure Suite

Pellet insertions, excisions

Aesthetics Suite

Neurotoxin + filler; recline ...

Infusion Bay A

Two chairs

Infusion Bay B

Infusion

Injection Room

TRT + B12 walk-ins

Lab Draw

Centrifuge on bench

Consult Office 1

Consult

Consult Office 2

Used for telehealth when fr...

Recovery Lounge

Post-procedure observation

Laser — Motus AY

Requires certified operator

Treatment Room 1

Massage / bodywork

Body Contouring

Applicators charge 10 min ...

Treatment Room 2

Massage / facials

Movement Studio

Yoga, pilates, reformer

Ultrasound Cart

Shared with Exam 1-3

Red Light Bed

Equipment

Salt Room

Halotherapy

Infrared Sauna

Room

Providers tap Enter room and Done from My Schedule. A room with a cleaning time waits in Turning over until someone marks it ready.

The Live tab, once your rooms are in.