

Getting started with DoctorLync

Set up your clinic and see your first patient, step by step. About 15 minutes, and nothing to install.

In this guide

1	Create your clinic account	page 2	2 minutes
2	Set up your clinic	page 3	5 minutes
3	Invite your team	page 4	1 minute each
4	Register a patient and book	page 5	1 minute
5	See your first patient	page 6	3 minutes
	On your phone, and getting help	page 7	

Before you start, have these to hand

- ✓ Your clinic's address, phone, and consulting days and times
- ✓ Your logo, if you have one — PNG, JPG, SVG or PDF
- ✓ Each doctor's consultation fee and working hours
- ✓ Your staff's names, mobile numbers and emails

Prefer to watch?

A 3½-minute narrated video shows every step in this guide, on a real clinic screen:
doctorlync.com/get-started

1

Create your clinic account

2 minutes · No card needed

- ✓ On **doctorlync.com**, choose **Start free trial**.
- ✓ Type your clinic's name. Its **short code** fills itself in and becomes your clinic's web address.
- ✓ Add your name, **mobile number** and email. Your mobile number is what you sign in with.
- ✓ Seeing patients yourself? Keep **I see patients at this clinic** ticked, so you can be booked and write prescriptions.
- ✓ Choose a password, then **open the link we email you**. Your clinic is ready.

The screenshot shows the first step of a three-step process. The form is titled 'Your clinic details'. It has two input fields: 'Clinic name' with the value 'Sunrise Child Clinic' and 'Short code (subdomain)' with the value 'sunrise-child-clinic'. A green checkmark is next to the short code, and the word 'Available' is written in green below it. A blue button labeled 'Continue →' is at the bottom. Below the button, it says 'Already have an account? Sign in'. At the top, there are three steps: 1 (active), 2, and 3.

The screenshot shows the second step of the process. It features the DoctorLync logo and the text 'Create your clinic account'. Below this is a white box with an envelope icon and the title 'Check your email'. The text inside says: 'We sent a verification link to **drmeera@example.com**. Click the link in that email to activate your clinic account. The link expires in 24 hours. Check your spam folder if you don't see it.' At the bottom, there is a link: 'Already verified? Sign in →'.

Didn't get the email?

It comes from DoctorLync within a minute. Check spam or promotions. The link works for 24 hours; after that, sign up again with the same details.

Set up your clinic

5 minutes · Settings, in the menu on the left

- ✔ **Settings** → **My account** : choose your specialty, and add sub-specialties or type your own. They print under your name.
- ✔ **Settings** → **Clinic setup** : fill in the letterhead — address, phone, consulting days and times. The preview shows what will print. Choose **Save letterhead** .
- ✔ Under **Clinic logo** , choose **Import** and pick your logo, then **Save** . It goes on prescriptions, bills and emails.
- ✔ Set each doctor's **fee** and **working hours** — **Set the whole week** does Mon–Sat in one go, split shifts are fine. A doctor with no hours cannot be booked online.
- ✔ Optional: add your city under **Public directory** , so new patients can find you in the DoctorLync app.

📅 Appointments

🩺 Consultation

👤 Patients

📞 Tele-Consult

⚙️ Settings

⋮ More

Shown on the header of prescription and bill PDFs.

Clinic name

Sunrise Child Clinic

Address

14, 2nd Cross, Jayanagar, Bengaluru 560041

Phone

+91 80 4123 4567

GSTIN

29ABCDE1234F1Z5

Tagline

Family medicine since 2009

Consulting days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Consulting times (a split shift is fine)

9am-1pm, 5pm-8pm

Clinic registration no.

KMC/12345

☒ Add a registration number to print it

Anything else for the letterhead (optional)

Emergency: +91 98800 00000

Preview

Sunrise Child Clinic
14, 2nd Cross, Jayanagar, Bengaluru 560041 • Mon-Sat 9am-1pm, 5pm-8pm

Save letterhead

Clinic logo and letterhead

Meera Rao · Paediatrics

KIND OF CONSULTATION

General consultation

+ Add a kind of consultation

For visits you charge differently for, such as an endoscopy consultation. Reception picks one when booking, and you can change it in the consultation's Payment tab. Set both fees for each kind; a video box left empty charges the in-clinic fee.

Save fees

Working hours

Mon 10:00-13:00 · 15m

Tue 10:00-13:00 · 15m

Wed 10:00-13:00 · 15m

Thu 10:00-13:00 · 15m

Fri 10:00-13:00 · 15m

Sat 10:00-13:00 · 15m

Sun 10:00-13:00 · 15m

Set the whole week

Set for 6 days.

Or add a single block

Mon

09:00 A

01:00 P

15 min slots

+ Add

₹ IN CLINIC

₹ 500

📺 VIDEO

e.g. 500

The setup checklist

Clinic setup has a checklist — doctors added, fees set, working hours set. When all three are ticked, you are ready for patients.

3

Invite your team

1 minute each · Settings → Team

- ✓ **Settings → Team → Invite staff .**
- ✓ Add their name, mobile number and email, and tick their role.
- ✓ They get a text, and an email if they have one, to set their own password. Until they do, they show as invited.

Invite doctors, reception, billers, and admins. Each member sets their own password from an invite link: emailed to them, or one you send them yourself.

1 of 5 doctors on the free trial.

Invite a staff member

Title

Full name

Phone

Login identifier

—

Priya Nair

+919000067890

Email (optional)

Invite link goes here. No email? You get a link to send them yourself.

priya@example.com

Roles

☐ Owner
Full control, billing, can manage other owners

☐ Admin
Manage staff, patients, and clinic settings

☐ Doctor
Consultations, prescriptions, clinical records

☒ Reception
Patients, appointments, walk-in queue, vitals

☐ Biller
Billing and read access to patients & prescriptions

☐ Helper
Limited assist: queue and vitals

Send invite

Cancel

Name	Roles	Status	Last login	Actions
Dr Meera Rao +919000012345	Owner Doctor	Active	—	Reset Edit

Who sees what

Owner	Everything, including billing and the subscription.
Admin	Staff, patients and clinic settings.
Doctor	Consultations, prescriptions and clinical records.
Reception	Patients, appointments, walk-ins and the queue.
Biller	Bills and payments, and read access to patients.
Helper	The queue and vitals.

One person, two roles

A doctor who also runs the clinic can be Owner and Doctor at once. Tick both.

4

Register a patient and book

1 minute · Patients, then Appointments

- ✓ **Patients** → **New patient** : name, phone, gender and age (or date of birth). Everything else is optional. Choose **Add** .
- ✓ Choose **Book appointment** . The patient is already picked — choose the doctor and a time, then **Book** .
- ✓ The patient is reminded before the visit.
- ✓ When they arrive, choose **Check in** . The doctor sees them waiting.

Patients

Registry, quick search, and fast registration.

ABHA check-ins

New patient

Full name *
Asha Verma

Phone *
+91 98800 00000

Gender *
Choose...

Date of birth / Age *
mm/dd/yyyy

+ Add

Aarav Sharma is registered.
Book appointment
Open record
Dismiss

Also useful — all optional

Email

Second phone

Address

Referred by

asha@example.com

Spouse, son, neighbour

Area, city

Doctor, clinic or how they heard of you

Blood group

Allergies

ABHA ID

Not known

e.g. penicillin (severe), dust

14-digit health ID

Search by name, phone or patient number

Appointments

Book visits, check patients in, and move the live queue.

Book appointment

Meera Rao

10/12/2026

11:30 AM

In clinic

Aarav Sharma

Book

Aarav Sharma

Free that day: 19:15 19:30 19:45

Add as walk-in
No time slot — drops the selected patient straight into today's queue.

Day queue

11:30 am

Aarav Sharma

Booked · In clinic

Check in
 Start
 Done
 Reschedule
 No-show
 Cancel

Moving from another system?

Settings → Data and backups brings in your patients from an Excel or CSV file. It shows which rows will go in, and why any will not, before anything is saved.

5

See your first patient

3 minutes · Consultation, in the menu on the left

- ✓ **Consultation** : type the patient's name, phone or patient number, then **Open consult** .
- ✓ **Visit** : record vitals. Weight and height work out BMI and plot the growth chart.
- ✓ **Assessment** : tap symptoms, examination and diagnosis, or type them. ICD-10 codes fill themselves in.
- ✓ **Treatment** : add medicines by brand or molecule. For children's syrups the dose is worked out from weight — change anything that does not suit. Add a note if needed.
- ✓ **Plan** : advice and a follow-up date. **Payment** → **Save** : the prescription is signed and the bill raised.
- ✓ **Print the prescription** , or **Send to patient** by SMS and email.

Calpol Syrup (Paracetamol 250 mg · syrup · GSK)
Patient weight 18.5 kg

Dose: 1 1.5 2.5 4 5 7.5 10 15 5.5 ml By weight

Suggested from the weight: 15 mg/kg of a 250 mg per 5 ml syrup, at most 1000 mg a dose. Change anything that does not suit this child.
No more than 4 doses (60 mg/kg) in 24 hours.
Dose rule reviewed by Dr Arjana Hulst, KMC 63559.

The bottle's strength is: mg per 5 ml (syrup) mg per ml (drops)
mg / kg / dose strength mg / 5 ml max mg / dose
15 250 1000

5.5 ml (275 mg) Use 5.5 ml

How often: 4h 6h 8h 12h 24h 48h
Once a day Twice a day Thrice a day **Four times a day**

Before food After food With food Empty stomach Bedtime

For how long: 1d 2d 3d 4d 5d 1w 10d 2w 15d 3w 1m 2m
3m 6m 1y
SOS Till required To continue Stat

Note: e.g. repeat after two weeks, apply thinly, shake well
5.5 ml · Four times a day

What the patient gets

Sunrise Child Clinic
14, 2nd Cross, Jayanagar, Bengaluru 560041 · Mon-Sat 9am-1pm, 5pm-8pm
Phone: +91 80 4123 4567

Dr Meera Rao Paediatrician · Pediatric Endocrinology
Date: 12 Oct 2026

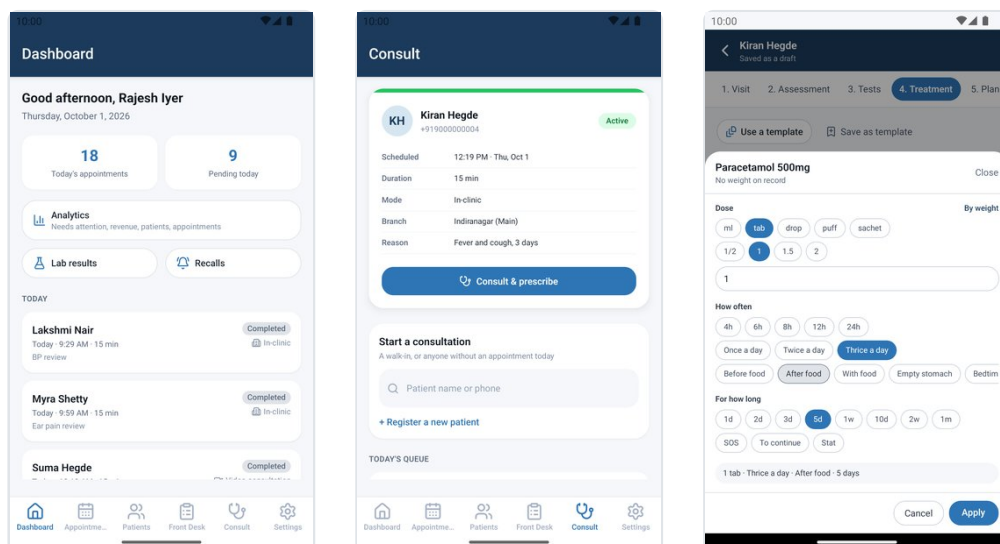
Patient: Aarav Sharma · 5 yrs · male · +919000054321 · P-00001
Vitals: Temp 38.4 C · Wt 18.5 kg · Ht 108 cm · BMI 15.9 kg/m²

Symptoms: Fever, Cough & cold
Examination: Tonsils enlarged
Diagnosis: Viral fever

Rx Medication
1. Calpol Syrup (syrup)
Paracetamol 250 mg
5.5 ml · Four times a day · 3 days
Only if fever is above 100°F

On your phone, and getting help

Everything above works on the DoctorLync app too



Doctors and staff can work from the DoctorLync app for Android. Sign in with the same mobile number and password you use on the web.

Questions clinics ask

What does it cost?

The first 15 days are free, with every feature, and no card is needed. After that, see doctorlync.com/pricing.

Do my patients need to install anything?

No. Prescriptions, bills and reminders reach them by SMS and email, and they can book from your clinic's page online.

We have more than one doctor.

Invite each doctor from Settings → Team. Each has their own fee, hours and calendar, and one front desk books for all of them.

Where are my patients' records kept?

In India, encrypted, backed up daily, and kept apart from every other clinic by the database itself.

Stuck on a step?

Call or email us, and we will help you through it.

+91 88842 44422 · support@atrivextech.com · doctorlync.com/support