

How to book a patient with Dr. Arce

A short guide for referring offices — takes about a minute per patient.

1. Fill form office + patient + procedure	2. Submit we send you a confirmation email	3. Click email link finalizes the booking + picks a time
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What this guide covers

Everything a referring office needs to send Dr. Arce a new patient — surgical, sedation, or both — plus how to reserve a surgical block for multiple patients and how to rebook a returning patient with a one-click link.

Three services on the landing page

All three require a quick form first. Sedation and Surgical + Sedation ask for full patient info. Surgical Services asks for office info only — per-patient details are handled at the office day-of.

Need help?

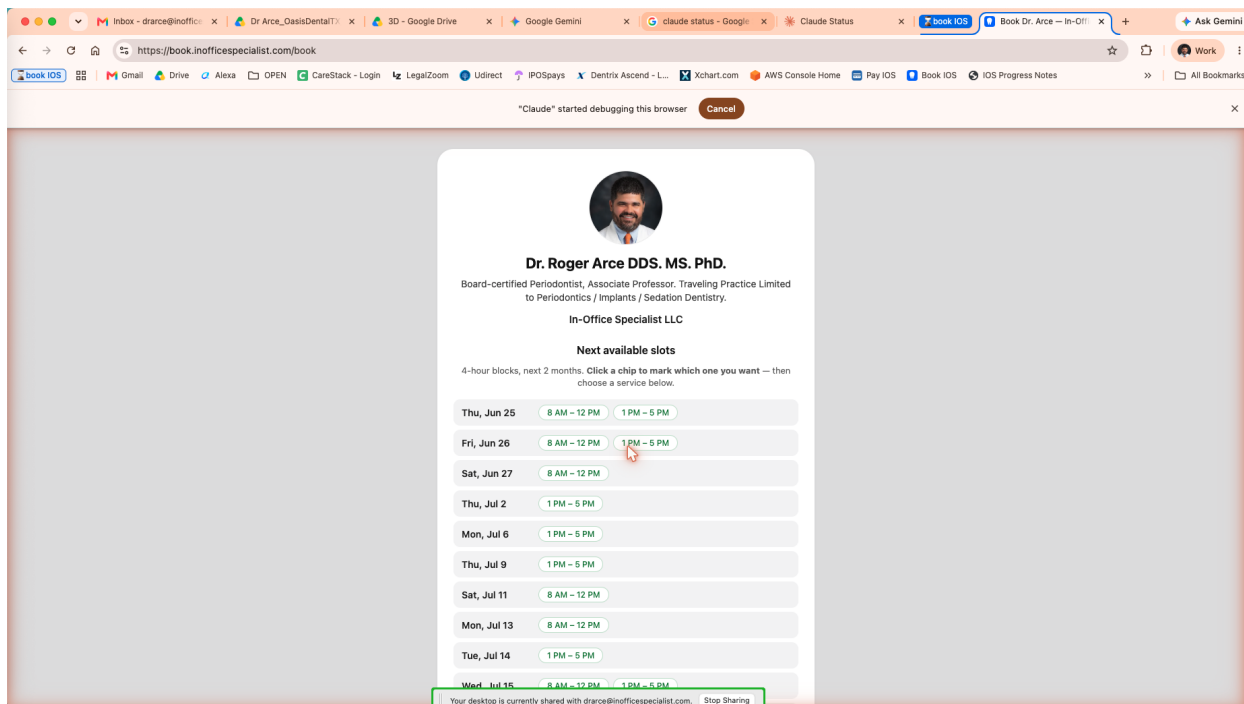
Email DrArce@inofficespecialist.com or call **281-760-9270**.

STEP 1

Open the booking page

Go to **book.inofficespecialist.com** in any browser. No login. We recommend bookmarking it on your front-desk computer.

- You will see Dr. Arce's next available 4-hour blocks at the top.
- **Click the slot chip you want** before you scroll down. That selection follows you through intake and gets echoed back in the confirmation email — so both sides know which slot to book.
- You can change your mind by clicking a different chip, or clear it with the “Clear” button on the banner.



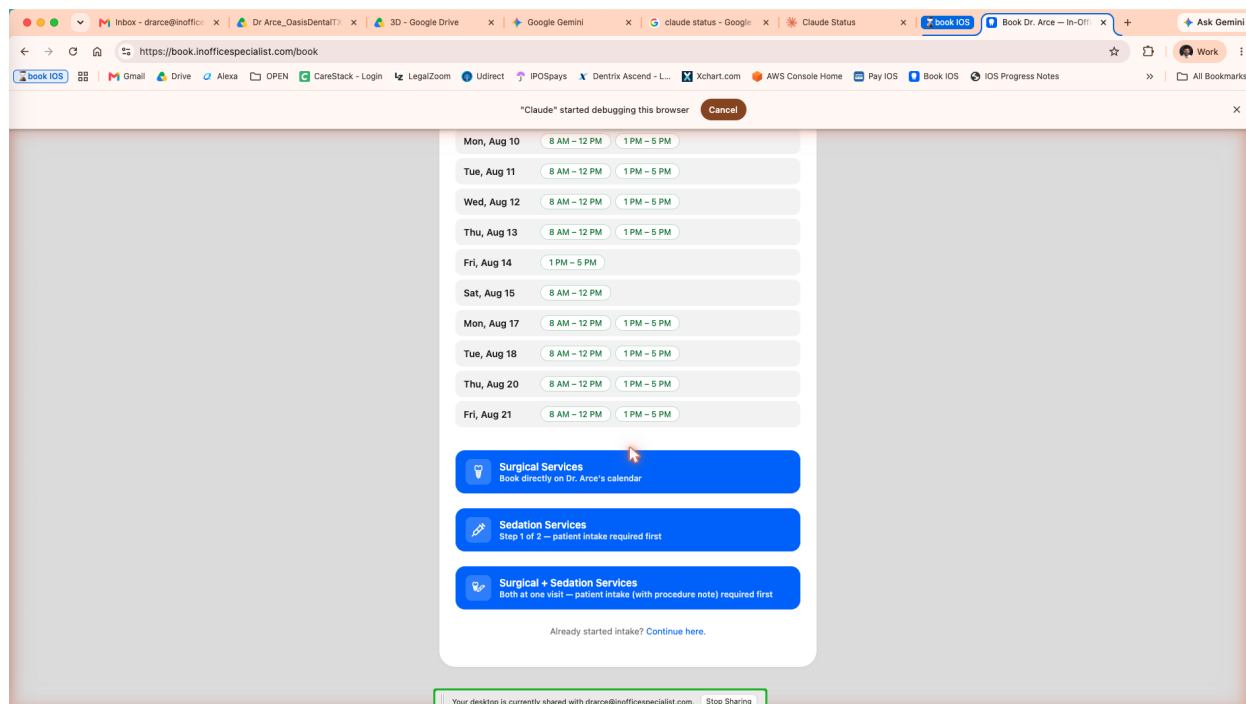
Landing page — book.inofficespecialist.com/book

STEP 2

Choose the service

Scroll down past the slot list to the three blue service buttons. Pick the one that matches the visit.

- **Surgical Services** — local anaesthesia only. Short office-block form; per-patient info handled day-of.
- **Sedation Services** — oral or IV sedation. Full patient intake required (steps 3–5 below).
- **Surgical + Sedation Services** — both at one visit. Full patient intake plus procedure note.



Three service buttons at the bottom of the landing page

SURGICAL PATH

Surgical block: the short form

If you picked **Surgical Services**, the form is very short. No patient info, no allergies, no PDF upload — per-patient details are handled at the office day-of.

- **Required:** office name and contact email.
- **Optional:** office phone, approximate number of patients in the block, procedure types (Extractions / Implants / Bone graft / Sinus lift / Other), and a notes field for Dr. Arce.
- **Visit duration** — leave on *Half day* for a single AM or PM block. Switch to **Full day** when you need Dr. Arce for the whole day; the confirmation email will remind you to book BOTH the morning and afternoon slots on his calendar.
- After submit, you'll get a confirmation email with a “**Finalize your booking with Dr. Arce**” button. Clicking it takes you to the calendar — that click is what finalizes the reservation. Skip the sedation-path steps that follow.

Returning offices get prefilled

Your office name, email, and phone are remembered on this computer so you don't have to retype them next visit.

The next three pages describe the longer sedation path. If you're done with a surgical block, skip to the rebook section at the end.

STEP 3

Fill in office + patient info

Type your office name and contact email, then the patient's name, date of birth, phone, and email.

- **Office email** is how we reach you about scheduling. Use a monitored inbox.
- **Patient email and phone** — that is where the scheduling link goes.
- Note the *sedation fees* banner at the top — share it with the patient before submitting.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Patient Intake - In-Office Specialist LLC". The address bar shows the URL "https://book.io/office-specialist.com/intake?service=combined". The page content includes a "Patient Intake" form. At the top of the form, there is a yellow banner with "Sedation fees" information. Below this, the form is divided into two main sections: "Office" and "Patient". The "Office" section has fields for "Office name" and "Your email (office contact)". The "Patient" section has fields for "Patient's full name", "Patient's date of birth" (with a date picker), "Patient's phone number", and "Patient's email". A status bar at the bottom of the browser window indicates "Your desktop is currently shared with drance@inofficespecialist.com."

Patient Intake

Please complete this form for each patient you've booked Dr. Arce to provide BOTH surgical and sedation services for. You only need to submit this once per patient.

Sedation fees — paid in full directly to In-Office Specialist LLC. No insurance billing, no percentage deductions: the fee listed is what Dr. Arce receives.

- Oral sedation — \$500
- Moderate IV sedation — \$2,000 (up to 4 hours)

Payment via Zelle: 281-768-9278

Office

Office name *

Your email (office contact) *

We'll use this for any follow-ups about this patient.

Patient

Patient's full name *

Patient's date of birth *

mm/dd/yyyy

Patient's phone number *

Patient's email *

Stop Sharing

Top half of /intake — office and patient sections

STEP 4

Procedure, sedation, allergies, pharmacy

Describe the surgical procedure in plain English, pick the sedation type, choose who is responsible for the bill, then add allergies and preferred pharmacy.

- **Visit duration** — default is *Half day*. If the patient needs a full day (rare for sedation but happens for combined visits), pick **Full day** so the email reminds you to book BOTH AM and PM slots.
- Be specific in the procedure box — "#19 implant + bone graft" beats "implant."
- **Sedation type** drives the patient's pre-op instructions (oral vs IV).
- **Allergies** — if none, type "no known drug allergies."

The screenshot shows a web browser window with the URL <https://book.inofficespecialist.com/intake?service=combined>. The form is titled "Patient Intake - In-Office" and contains the following sections:

- Patient's date of birth ***: A text input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Patient's phone number ***: A text input field.
- Patient's email ***: A text input field.
- Surgical procedure**: A text area with the prompt "What surgical procedure do you need Dr. Arce to perform?*" and an example: "e.g., Implant placement at #19 with bone graft. Or: full extractions UR quadrant. Free text — any detail helps."
- Procedure**: A section with two dropdown menus:
 - Sedation type ***: A dropdown menu with "Select..." as the current selection.
 - Who is responsible for the bill? ***: A dropdown menu with "Select..." as the current selection.
- Clinical**: A section with two text input fields:
 - Patient allergies ***: A text input field with a placeholder "e.g. Penicillin (rash); no known drug allergies".
 - Preferred pharmacy ***: A text input field with a placeholder "Pharmacy name, location, phone".

At the bottom of the form, there is a note: "You'll pick the appointment date/time on Dr. Arce's calendar after submitting this form."

Middle of /intake — procedure, sedation, clinical

STEP 5

Upload the medical history PDF, then submit

Attach the patient's medical history as a PDF (up to 5 files, 50 MB each), then click **Submit intake & book Dr. Arce**.

- Files go directly to Dr. Arce's private Drive folder — they do not pass through any third party.
- After submit you'll see a confirmation page. **The booking isn't final yet** — step 6 finalizes it.
- Dr. Arce's office sees the submission in the admin dashboard immediately.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Patient Intake - In-Office Specialist". The address bar shows the URL "https://book.inofficespecialist.com/intake?service=combined". The browser's address bar and tabs are visible at the top. Below the browser window, a notification bar states "Your desktop is currently shared with drarce@inofficespecialist.com." The main content area displays a form titled "Patient Intake". The form is divided into several sections: "Surgical procedure" with a text input field for "What surgical procedure do you need Dr. Arce to perform?"; "Procedure" with dropdown menus for "Sedation type" and "Who is responsible for the bill?"; "Clinical" with a text input field for "Patient allergies"; "Preferred pharmacy" with a text input field for "Pharmacy name, location, phone"; and "Medical history (PDF, up to 5 files, 50 MB each)" with a "Choose Files" button and a "No file chosen" status. At the bottom of the form is a large blue button labeled "Submit intake & book Dr. Arce".

Bottom of /intake — upload and submit

STEP 6

Check your email and click the finalize link

You'll receive a confirmation email with a **“Finalize your booking with Dr. Arce”** button. **Clicking that button is what finalizes the booking** and takes you to Dr. Arce's calendar to pick a time.

- If you picked a slot chip on /book, the email shows it back to you in blue — *“pick the PRE-SELECTED time”*. Click that exact slot on Dr. Arce's calendar so both sides agree.
- The link is signed and unique to this patient — only your office should have it.
- If you haven't clicked yet, Dr. Arce's dashboard shows a “link clicked, awaiting slot” reminder pill.
- Links stay valid for 90 days if you need to hold off on picking a time.
- Don't see the email? Check spam, or reply to any prior email from DrArce@inofficespecialist.com.

Why the extra click?

It confirms your office actually wants to book (protects against half-submitted intakes) and stamps a timestamp Dr. Arce can see, so he knows when to expect your slot pick.

Returning patient? Use a rebook link

If we have already seen this patient, you do not need to fill the intake form again. Ask Dr. Arce's office for a rebook link.

1. Email us "please send a rebook link for <patient name>"	2. We send a link book.inofficespecialist.com/rebook/...	3. Patient confirms one tap — allergies/pharmacy on file
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What rebook does for you

- Skips re-collecting allergies, pharmacy, DOB, contact info.
- Patient confirms with one click then picks a new appointment time.
- Links don't expire — keep them for whenever the patient is ready to rebook.
- Sedation type and procedure can be updated on the rebook page if needed.

If anything is wrong

Reply to the booking confirmation email and we will fix it. Same-day changes are usually no problem.