

How Recurring Appointments Work in DrChrono

07/24/2024 3:25 pm EDT

When you set up a [recurring series](#) of appointments for a patient, it works differently than when you schedule a single independent appointment. A recurring series of appointments starts with one 'base' appointment for the first appointment, and the rest of the appointments in the series are what we can call 'virtual'. 'Virtual' refers to the subsequent appointments in a recurring appointment series. Virtual appointments appear on your calendar, but in order to optimize system performance, they're just saved a little differently than one-time, standalone appointments.

The future virtual appointments in the series appear on your schedule and become saved independent appointments in 3 ways:

1. An automatic process runs 7 days before the appointment date to actualize the appointment
2. A reminder is sent for the appointment
3. You open the appointment to make any changes and click **Save & Close** or **Save**

Schedule Appointment

Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Type Appointment Video Visit Break Walk-in Transition of Care New Patient Referral

Provider : Dr. James Smith	Supervising : Brendan Wilberton
Patient : [dropdown]	Office : Office 1
Reason : Therapy	Profile : Therapy
Scheduled : 01/16/2024 Time : 12:30PM	Eligibility Profile : -----
Duration : 30 minutes <input type="checkbox"/> Allow overlapping	Exam : Exam 1
Notes : [text area]	Color : [green bar]
Consent Forms : <ul style="list-style-type: none"><input checked="" type="checkbox"/> HIPAA Data Use Agreement (default)<input checked="" type="checkbox"/> No Show Policy (default)<input checked="" type="checkbox"/> Telehealth Consent (default)	Status : [dropdown]

Recurring Appointment

Repeats weekly on Tuesday starting 01/16/2024 until 04/30/2024

Weekdays: Sun Mon Tue Wed Thu Fri Sat

Recurs Every: 1 week(s)

First Appointment: 01/16/2024

Last Appointment: 04/30/2024 Never Ends

Arrange a Follow-up Reminder

View Active Reminders:

Note: DrChrono's reporting pulls data from saved appointments. Since recurring appointments do not appear as

saved appointments until 1 of the processes above happens. Therefore, future, virtual recurring appointments will not appear in reports.
