Hiding Canceled and Rescheduled Appointments from the Schedule
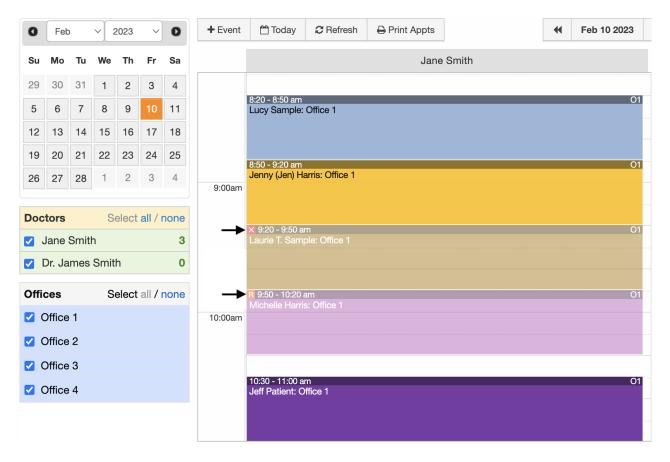
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DrChrono has a setting that allows you to hide appointments with a canceled or rescheduled status.

An appointment's status can be set in the appointment window.

By default, canceled and rescheduled appointments will remain on the calendar, but they will appear faded out with an "X" or "R" in the top left corner.

If you would like to hide canceled and/or rescheduled appointments from your calendar, you can do so under **Account > Provider Settings**.

- Select the **General** tab and go to **Calendar Settings**.
- Check the box next to **Hide canceled appointments** and/or **Hide rescheduled appointments.**
- Scroll down and click **Update Entire Profile** to save your settings.
- Repeat the process for other providers in your practice.

Account Settings

Calendar Settings

Use new dashboard homescreen	☐	Uncheck to go straight to the calendar after logging in
Show user satisfaction survey	☑	Uncheck to opt out of user satisfaction surveys.
Default Office	Office 2 ▾	Default Office on Calendar
Duration of Exam	30	Default duration of an exam in minutes
Duration of Follow-up	15	Default duration of a follow-up exam in minutes
Examroom Calendar Increments	10 ▾	Adjust minute increments on calendar
Date range on Appointment Template	☑	If true date range can be set for Appointment Template (starting from - ending by).
Appointment Templates in more views	☑	Show appointment templates in Daily View, Doctor View and Weekly View
Allow Exam Room Overlaps	☐	Allow appointments to overlap within an exam room
Global Overlap Checking	☐	Disallow overlapping appointments in any office or exam room
Appointment Default Color		
Phonetic Name		Used by automated phone system to pronounce doctor's name
Hide cancelled appointments	☑	Don't show cancelled appointments on appointment calendar (web only).
Hide rescheduled appointments	☑	Don't show rescheduled appointments on appointment calendar (web only).

Once the setting is saved, when an appointment's status is changed to canceled or rescheduled it will be removed from the calendar making it easier to schedule new appointments in their place.

The Canceled and Rescheduled appointments can be viewed in the Appointments Dashboard, in the patient's chart, and in the audit log. They are also available for reports.