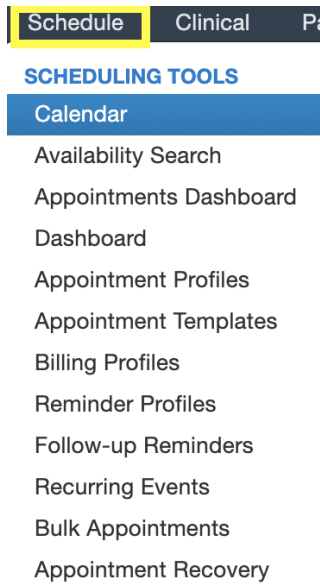# Blocking Non-Working Hours (Breaks/Vacation)

07/24/2024 12:39 pm EDT

Setting up breaks, vacations or non-working hours in DrChrono is as easy as scheduling an appointment.

1. Roll over the **Schedule** tab and select **Calendar**.

2. Select the time slot for the break on the calendar. Click the **Break** button to make the appointment a break.

3. For a one-time break, enter a **Reason**, select a **Duration** (duration must be in minutes), and **Save.**

The break will appear on the calendar with your other appointments.

Setting up a recurring break is similar to setting up a recurring appointment.

- After selecting the **Break** button, enter a **Reason** and **Duration** (in minutes).
- Click the **Recurring Appointment** checkbox.
- Select the days for the break.
- You can select how often, in weeks, the break occurs.
- Select a start date.
- Select the last date for the break (for example, with vacation). If the break never ends, check the **Never Ends** box.
- Select **Save** or **Save & Close**.

Schedule Appointment

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

Type ○ Appointment ○ Video Visit ● Break

Provider James Smith

Office: Eastern Office

Reason: Lunch ←

Profile: ---------

Eligibility Profile: ---------

Scheduled: 10/11/2021 **Time** 01:00PM

Duration: 30 minutes ☐ Allow overlapping

Exam: All Exam Rooms

Color:

Notes:

☑ Recurring Appointment ←

Repeats weekly on Monday, Tuesday, Wednesday, Thursday, Friday starting 10/11/2021

Weekdays: ☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat   Select all Select None

Recurs Every: 1 week(s)

First Appointment 10/11/2021

Last Appointment ☐ Never Ends

☐ Arrange a Follow-up Reminder
☐ View Active Reminders:

Delete Save & Close Save Cancel

The recurring break will appear on the calendar.

Mon 10/11 ✕	Tue 10/12 ✕	Wed 10/13 ✕	Thu 10/14 ✕	Fri 10/15 ✕
12:00 - 1:00 pm ⊙ Break Meeting(James Smith)	12:00 - 12:30 pm BW Jenny (Jen) Harris: Eastern Office 12:30 - 1:00 pm BW Michelle Harris: Eastern Office	12:00 - 12:45 pm BW Alexis Wu: Eastern Office	12:00 - 12:45 pm BW Chrissy Bright: Eastern Office	
1:00 - 1:30 pm ⊙ Break Lunch(James Smith)	1:00 - 1:30 pm ⊙ Break Lunch(James Smith)	1:00 - 1:30 pm ⊙ Break Lunch(James Smith)	1:00 - 1:30 pm ⊙ Break Lunch(James Smith)	1:00 - 1:30 pm ⊙ Break Lunch(James Smith)