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.

Schedule Clinica	l Pa
SCHEDULING TOOLS	
Calendar	
Availability Search	
Appointments Dashb	oard
Dashboard	
Appointment Profiles	6
Appointment Templa	tes
Billing Profiles	
Reminder Profiles	
Follow-up Reminders	s
Recurring Events	
Bulk Appointments	
Appointment Recove	ery

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

ppointment	Billing	Eligibility	Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU Helper
Туре	e 😑 Appointi	ment 🔿 Vide	eo Visit 🔿 E	Break 🗌 Walk-in	n 🗌 Trans	sition of Care	New Patient	Referral	
Provider	James Smi	th	~	s	upervising	- If different to	o provider -	~	
Patient			++/		Office:	Eastern Office	Э	+	
Reason:					Profile:			~	
					Eligibility Profile:			~	
Scheduled:	10/11/2021	Time 12:0	OPM 🗘		Exam:	Exam 1		~	
Duration:	30 minut	tes 🗌 Allow o	overlapping		Color:				
Notes:					Status:			~	
				11		0h 1m			
Consent Forms:		a Use Agreemer Policy (default)	nt (default)			View All A	Appointments		

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

Schedule Appointment 2										
Appointment	Billing	Eligibility	Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU Helper	
Type O Appointment O Video Visit I Break										
Provider	James Smit	h								
Office:	Eastern Offi	ice	~ + 🥖							
Reason:	Meeting	-			Profile:			~		
					Eligibility Profile:			~		
Scheduled:	10/11/2021	Time 12:0	0PM 🗘		Exam:	All Exam Roon	ns	~		
Duration:	60 minu	ites 🗌 Allow o	overlapping		Color:					
Notes:										
Recurring App Arrange a Foll View Active Re	ow-up Remind	ler								
			De	lete Save & Close	e Save	Cancel				

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

Mon 10/11	×	Tue 10/12	ж	Wed 10/13	×	Thu 10/14	×
12:00 - 1:00 pm Break Meeting (James Smith)	0	12:00 - 12:30 pm Jenny (Jen) Harris: Eastern Office	BW	12:00 - 12:45 pm Alexis Wu: Eastern Office	BW	12:00 - 12:45 pm Chrissy Bright: Eastern Office	BW
0 ,,							
		12:30 - 1:00 pm Michelle Harris: Eastern Office	BW				

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.

Type Appointment Video Visit Break	
Office: Eastern Office Reason: Lunch Profile: Profile: Profile: Scheduled: 10/11/2021 Time 01:00PM Exam: All Exam Rooms Duration: 30 minutes Allow overlapping Color:	
Reason: Lunch Profile: ~ Eligibility ~ Profile: Profile: ~ Scheduled: 10/11/2021 Time 01:00PM Exam: All Exam Rooms ~ Duration: 30 minutes Allow overlapping Color:	
Scheduled: 10/11/2021 Time 01:00PM Ouration: 30 minutes Allow overlapping Color:	
Scheduled: 10/11/2021 Time 01:00PM Exam: All Exam Rooms Duration: 30 minutes Allow overlapping Color:	
Duration: 30 minutes Allow overlapping 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	

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	12:00 - 12:30 pm BW	12:00 - 12:45 pm BW Alexis Wu: Eastern Office	12:00 - 12:45 pm BW Chrissy Bright: Eastern Office	
Break Meeting(James Smith)	Jenny (Jen) Harris: Eastern Office	Alexis Wu: Eastern Office	Chrissy Bright: Eastern Office	
	12:30 - 1:00 pm BW			
-	Michelle Harris: Eastern Office			
1:00 - 1:30 pm © Break Lunch(James Smith)	1:00 - 1:30 pm ② Break Lunch (James Smith)	1:00 - 1:30 pm O Break Lunch(James Smith)	1:00 - 1:30 pm O Break Lunch (James Smith)	1:00 - 1:30 pm O Break Lunch (James Smith)
-				