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 Clinical Pa
SCHEDULING TOOLS
Calendar
Availability Search
Appointments Dashboard
Dashboard
Appointment Profiles
Appointment Templates
Billing Profiles
Reminder Profiles
Follow-up Reminders
Recurring Events
Bulk Appointments
Appointment Recovery

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

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a MU Helper	ustom Data	levisions C	n. Re	Log Comm	Flags	vthcharts	Grov	Vitals	Eligibility	Billing	pintment
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3. For a one-time break, enter a Reason, select a Duration (duration must be in minutes), and Save.

Schedule Appointment ×									
Appointment	Billing	Eligibility	Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU Helper
Type O Appointment O Video Visit									
Provider	James Smit	h							
Office:	Eastern Offi	се	~ + 🥖]					
Reason:	Meeting	—			Profile:			~	
					Eligibility Profile:			~	
Scheduled:	10/11/2021	Time 12:0	0PM 🗘		Exam:	All Exam Roon	ns	~	
Duration:	60 minu	tes 🗌 Allow d	overlapping		Color:				
Notes:							1		
Recurring App Arrange a Folle View Active Re	oointment ow-up Remind eminders:	er							
			De	elete Save & Close	e Save	Cancel			

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

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

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	
Provider James Smith Office: Eastern Office Reason: Lunch Lunch Profile: Eligibility Profile: Duration: 30 Minutes Allow overlapping Color:	
Office: Eastern Office Profile: Profile: Eligibility Profile: Eligibility Profile: All Exam Rooms Duration: 30 minutes Allow overlapping Color: Color: Solution: Motes: Image: Allow overlapping Color: Image: Allow overlapping Image: Allow overlapping	
Reason: Lunch Profile: Eligibility Profile: Bigibility Profile: Profile: Color: Notes:	
Scheduled: 10/11/2021 Time 01:00PM Ouration: 30 Notes: Allow overlapping Color:	
Scheduled: 10/11/2021 Time 01:00PM Duration: 30 Motes: Allow overlapping Color:	
Juration: 30 minutes Allow overlapping Color: Notes: Image: Color image:	
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 Break Meeting(James Smith)	12:00 - 12:30 pm BW Jenny (Jen) Harris: Eastern Office	12:00 - 12:45 pm BW Alexis Wu: Eastern Office	12:00 - 12:45 pm BW Chrissy Bright: Eastern Office	
	12:30 - 1:00 pm BW			
	Michele Hams. Eastern Ollice			
Break Lunch(James Smith)	Break Lunch (James Smith)	Break Lunch(James Smith)	Break Lunch (James Smith)	Break Lunch (James Smith)
			-	