How do I delete a break from the schedule?

07/24/2024 3:55 pm EDT

You can easily remove a break from your calendar.

1. Go to the schedule and select the break you would like to remove from the calendar.

+ Event	🗂 Today	2 Refresh	🕀 Print A	appts	•	Apr 11 2022 - Apr 15	•	Daily	Exam Ro	oms Doctor Weekly	Monthly
	N	lon 4/11	×	Tue 4/12	×	Wed 4/13	×	Thu 4/14	×	Fri 4/15	× +
11:00am											
	11:30 - 12:00 pm BW Chrissy Bright: Office 1		11:30 - 12:00 pm BW Sample Patient : Office 2		11:30 - 12:00 pm BW Sample Patient: Office 1		11:30 - 12:00 pm Michelle Harris: Office 1	SL	11:30 - 12:00 pm JS Jenny (Jen) Harris: Office 1		
12:00pm	12:00 = 12:30 p Break Lunch (m Dr. James Smith	())	12:00 - 12:30 pm Break Lunch (Dr. James Smith)	0	12:00 - 12:30 pm Break Lunch (Dr. James Smith)	12:00 - 12:30 pm Break Lunch (Dr. James Smitl	0) 1)	12:00 - 12:30 pm Break Lunch (Dr. James Smith	0 h)

2. Above you have the option to either Edit this appointment only or Edit all future appointments.

 Edit this appointment only 	Edit all future appointments						
Schedule Appointment ×	Schedule Appointment ×						
Appointment Billing Eligibility Vitals Growthcharts Flags Log Comm. Revisions Custom Data MU Helper	Appointment Billing Eligibility Vitais Growthcharts Flags Log Comm. Revisions Custom Data MU Helper						
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Recurring Edit: Getit this appointment only Cetit all future appointments	Recurring Edit: C Edit this appointment only						
Provider Dr. James Smith Office: Office 1 Reason: Lanch Profile: Profile: Bigbling: Profile: Scheduled: 64/11/2022 Time 12:00PM Exam: Duration: 30 Notes:	Provider Dr. James Smith Office 1 Image: Smith of the smith of t						
Recurring Appointment A scheduled appointment cannot be converted to a recurring series.	Recurring Appointment						
Repeats weekly on Monday, Tuesday, Wednesday, Thursday, Friday starting 04/11/2022	Repeats weekly on Monday, Tuesday, Wednesday, Thursday, Friday starting 04/11/2022						
Weekdays: Sun Mon Tue Wed Thu Fri Sat Sat Recurs Every: 1 veeta) First Appointment (M/112022) Last Appointment Newr Ends	Weekdays: C Sum Di Mon Di Tue Di Wed Di Tu Di Mon Di Tue Di Mon Recurs Every: 1 weeklij First Appointment (0/411/2022) Last Appointment (0/411/2022)						
Arrange a Follow-up Reminder Vew Active Reminder: Calculate Calc	Arrange a Follow-up Reminder Usew Active Reminders: Deter Save & Close Save Cased						

3. To delete the appointment, click **Delete**. This will either delete one break or all recurring breaks based on your selection.

Schedule Appointment *											
Appointment	Billing	Eligibility	Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU Helper		
Type Break											
Recurring Edit: C Edit this appointment only Edit all future appointments											
Provider	Dr. James S	Smith	~								
Office:	Office 1		v 🕇 🤞	•							
Reason:	eason: Lunch							~			
					Eligibility Profile:			~			
Scheduled:	04/11/2022	Time 12:0	0PM 🗘		Exam:	Exam 1		~			
Duration:	30 minu	ites 🗌 Allow o	overlapping		Color:						
Notes:											
							/				
Recurring App	ointment										
Repeats week	y on Monday, T	luesday, Wednes	day, Thursday,	Friday starting 04/11/2	2022						
	Weekdays:			Ved 🔽 Thu		Sat Sele	ct all Select Nor	ne			
F	Recurs Every:	1	week(s)								
	Appointment	04/11/2022									
Last	Appointment	Vever Ends									
Arrange a Follow-up Reminder View Active Reminders:											
Delete Save & Close Save Cancel											
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