

# Scheduling Recurring Appointments

07/24/2024 8:20 pm EDT

Scheduling recurring appointments in DrChrono is easy and only involves a few extra steps in the appointment scheduling process.

1. Open an appointment window.

2. Enter the patient's name.

Optional: Select an [Appointment Profile](#)

3. Check the **Recurring Appointment** box. The **Recurring Appointments** checkbox must be checked BEFORE saving the appointment. Otherwise, it will be scheduled as a one-time appointment.

4. Select the days you would like to schedule the appointment.

5. Enter the weekly frequency (every week, 2 weeks, etc).

6. Select an end date or check the **Never ends** box.

7. Click **Save** or **Save & Close**.

The screenshot displays the DrChrono scheduling interface. At the top, there's a navigation bar with 'Schedule', 'Clinical', 'Patients', 'Reports', 'Billing', 'Account', and 'Help'. Below this is a search bar and a user profile for 'Brendan Wilberton'. The main area shows a calendar for June 2021, with a weekly view selected. A recurring appointment is visible on Tuesday, June 29th, from 8:20 am to 8:50 am, labeled 'Jenny (Jen) Harris: Primary Office'. The appointment is highlighted in green. To the left of the calendar, there are filters for 'Doctors' and 'Offices'. Under 'Doctors', James Smith (0) and Brendan Wilberton (7) are listed. Under 'Offices', Primary Office, Main PG Office, 2nd Provider Office, and Telehealth are listed. The bottom of the interface has a 'Feedback' and 'Support' section, and a 'Practice Chat' button.