

How do I remove a recurring appointment?

07/24/2024 4:10 pm EDT

You can delete recurring appointments in two ways in DrChrono: [from the appointment](#) or from the [Recurring Events section](#).

From the Appointment Window

1. From the schedule, open up one occurrence of the recurring appointment.

The screenshot displays the DrChrono interface for viewing a schedule. At the top, there is a navigation bar with tabs for Schedule, Clinical, Patients, Reports, Billing, Account, and Help. A search bar and notification icons are on the right. Below the navigation bar, there are controls for '+ Event', 'Today', 'Refresh', and 'Print Appts'. The main area shows a weekly calendar view for 'Jul 4 2021 - Jul 10'. The calendar grid has columns for each day from Sunday 7/4 to Saturday 7/10. On the left side, there are filters for 'Doctors' (James Smith, 0; Brendan Wilberton, 3) and 'Offices' (Primary Office, Main PG Office, 2nd Provider Office, Telehealth). The main grid shows a recurring appointment series from 3:00pm to 3:30pm on Monday, Wednesday, and Friday. Each occurrence is labeled 'Jenny (Jen) Harris: Primary Office' and 'BW' (Blocked Week).

2. Click **Edit all future appointments** and click **Delete**.

Note: If you do not see the **Edit all future appointments** button, it is not a recurring appointment or you need to go to an appointment further in the series so the button is available.

Schedule Appointment x

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

Type Appointment Video Visit Walk-in Transition of Care Referral

Recurring Edit: Edit this appointment only Edit all future appointments

Missing Patient Address Patient Statement Balance: \$434.00 [Generate Statement](#) [13 past appointments](#)

Provider	Dr. James Smith	Supervising	Brendan Wilberton
Patient	Test Patient Jr - 06/27/1992	Office:	Office 1
Reason:	Telehealth	Profile:	Telehealth
Scheduled:	12/01/2023 Time 01:15PM	Eligibility Profile:	-----
Provider Timezone:	US/Eastern	Exam:	Exam 1
Duration:	15 minutes <input type="checkbox"/> Allow overlapping	Color:	
Notes:	<div style="border: 1px solid #ccc; height: 20px;"></div>	Status:	<input type="text"/>
Consent Forms:	<input checked="" type="checkbox"/> HIPAA Data Use Agreement (default) <input checked="" type="checkbox"/> Telehealth Consent (default)	View All Appointments	

Recurring Appointment

Repeats weekly on Friday starting 11/17/2023 until 01/31/2024

Weekdays: Sun Mon Tue Wed Thu Fri Sat [Select all](#) [Select None](#)

Recurrs Every: week(s)

First Appointment:

Last Appointment: Never Ends

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

[Delete](#) [Save & Close](#) [Save](#) [Cancel](#)

3. Now, the appointment will no longer appear on the schedule.

	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10
2:00pm							
3:00pm		3:00 - 3:30 pm BW Jenny (Jen) Harris: Primary Office		3:00 - 3:30 pm BW Jenny (Jen) Harris: Primary Office			
4:00pm							

From the Recurring Events Menu

1. Go to **Schedule > Recurring Events**.

Schedule Clinical P

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
- Eligibility Dashboard

2. From here you can select **Stop** to delete the recurring event.

Manage All Upcoming Recurring Events

Filter by Patient Name Search

James Smith 1 OF 1 PAGE

Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details	
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/30/2021	06/28/2021 (Virtual) ▼	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m.	 06/28/2021
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual) ▼	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m.	 06/28/2021

3. A window will open asking if you are sure. Click **OK** to continue.

drchrono.com says

Are you sure to delete this recurring appointment?

You can also delete recurring appointments from a certain date going forward in the recurring events sections.

1. You can see the future appointments under the **Future Instances** dropdown.

Manage All Upcoming Recurring Events

Filter by Patient Name Search

1 OF 1 PAGE

Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 06/29/2021	06/28/2021 (Virtual)	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <input type="button" value="x Stop"/> 06/28/2021
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m. <input type="button" value="x Stop"/> 06/28/2021
James Smith	Michelle Harris	June 30, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/30/2021 until 07/30/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179344619 Created: 06/28/21 4:29 p.m. <input type="button" value="x Stop"/> 06/28/2021

2. Enter the date you would like the appointments to end and select Stop.

Manage All Upcoming Recurring Events

Filter by Patient Name Search

07/16/2021

1 OF 1 PAGE

Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/30/2021	06/28/2021 (Virtual)	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <input type="button" value="x Stop"/> 07/16/2021
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m. <input type="button" value="x Stop"/> 06/28/2021

3. A window will open asking if you are sure. Click OK to continue.

drchrono.com says

Are you sure to delete this recurring appointment?

4. In the Future Instances dropdown, the appointments after the end date will be removed.

Manage All Upcoming Recurring Events

Filter by Patient Name Search

1 OF 1 PAGE

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James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/15/2021	06/28/2021 (Virtual)	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <input type="button" value="x Stop"/> 06/28/2021