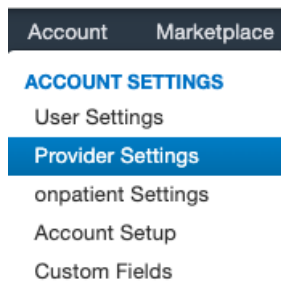


How do I schedule multiple appointments in the same exam room at one time?

07/24/2024 4:20 pm EDT

DrChrono, by default, allows you to schedule one appointment at a time per exam room. There is a way to change this setting so that you can schedule multiple appointments at one time. Here's how:

1. Go to **Account > Provider Settings** and select the **General** tab.



2. Under the **Calendar Settings** section check the **Allow Exam Room Overlaps** checkbox.

Calendar Settings

Use new dashboard homescreen	<input type="checkbox"/>	Uncheck to go straight to the calendar after logging in
Show user satisfaction survey	<input checked="" type="checkbox"/>	Uncheck to opt out of user satisfaction surveys.
Default Office	<input type="text" value="Telehealth"/>	Default Office on Calendar
Duration of Exam	<input type="text" value="30"/>	Default duration of an exam in minutes
Duration of Follow-up	<input type="text" value="15"/>	Default duration of a follow-up exam in minutes
Examroom Calendar Increments	<input type="text" value="10"/>	Adjust minute increments on calendar
Date range on Appointment Template	<input checked="" type="checkbox"/>	If true date range can be set for Appointment Template (starting from - ending by).
Appointment Templates in more views	<input checked="" type="checkbox"/>	Show appointment templates in Daily View, Doctor View and Weekly View
Allow Exam Room Overlaps	<input checked="" type="checkbox"/>	Allow appointments to overlap within an exam room
Global Overlap Checking	<input type="checkbox"/>	Disallow overlapping appointments in any office or exam room

3. Scroll down and click on **Update Entire Profile** to save your changes.

Update Entire Profile

That's it! You have now set your calendar to allow overlapping appointments.