

# How Recurring Appointments Work in DrChrono

07/08/2024 7:16 pm EDT

When you set up a [recurring series](#) of appointments for a patient, it works differently than when you schedule a single independent appointment. A recurring series of appointments starts with one 'base' appointment for the first appointment, and the rest of the appointments in the series are what we can call 'virtual'. 'Virtual' refers to the subsequent appointments in a recurring appointment series. Virtual appointments appear on your calendar, but in order to optimize system performance, they're just saved a little differently than one-time, standalone appointments.

The future virtual appointments in the series appear on your schedule and become saved independent appointments in 3 ways:

1. An automatic process runs 7 days before the appointment date to actualize the appointment
2. A reminder is sent for the appointment
3. You open the appointment to make any changes and click **Save & Close** or **Save**

### Schedule Appointment

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

Type  Appointment  Video Visit  Break  Walk-in  Transition of Care  New Patient  Referral

<b>Provider</b> : Dr. James Smith	<b>Supervising</b> : Brendan Wilberton
<b>Patient</b> : [dropdown]	<b>Office</b> : Office 1
<b>Reason</b> : Therapy	<b>Profile</b> : Therapy
<b>Scheduled</b> : 01/16/2024 Time 12:30PM	<b>Eligibility Profile</b> : -----
<b>Duration</b> : 30 minutes <input type="checkbox"/> Allow overlapping	<b>Exam</b> : Exam 1
<b>Notes</b> : [text area]	<b>Color</b> : [green bar]
<b>Consent Forms</b> : <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> HIPAA Data Use Agreement (default)</li><li><input checked="" type="checkbox"/> No Show Policy (default)</li><li><input checked="" type="checkbox"/> Telehealth Consent (default)</li></ul>	<b>Status</b> : [dropdown]

Recurring Appointment

Repeats weekly on Tuesday starting 01/16/2024 until 04/30/2024

Weekdays:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Recurs Every: 1 week(s)

First Appointment: 01/16/2024

Last Appointment: 04/30/2024  Never Ends

Arrange a Follow-up Reminder

View Active Reminders:

**Note:** DrChrono's reporting pulls data from saved appointments. Since recurring appointments do not appear as

saved appointments until 1 of the processes above happens. Therefore, future, virtual recurring appointments will not appear in reports.

---