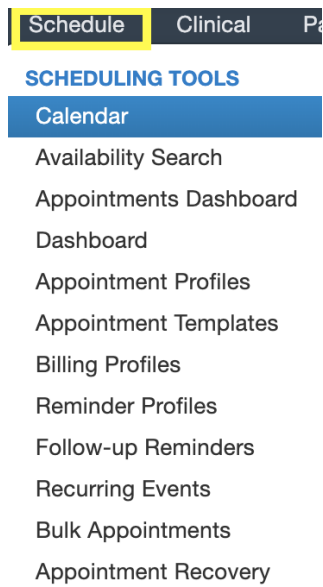


Blocking Non-Working Hours (Breaks/Vacation)

07/08/2024 7:56 pm EDT

Setting up breaks, vacations or non-working hours in DrChrono is as easy as scheduling an appointment.

1. Roll over the **Schedule** tab and select **Calendar**.



2. Select the time slot for the break on the calendar. Click the **Break** button to make the appointment a break.

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

Provider: James Smith

Patient: [dropdown] [add] [edit] [refresh]

Reason: [text area]

Scheduled: 10/11/2021 Time: 12:00PM

Duration: 30 minutes Allow overlapping

Notes: [text area]

Consent Forms: HIPAA Data Use Agreement (default) No Show Policy (default)

Supervising: - If different to provider -

Office: Eastern Office [add] [edit]

Profile: [dropdown]

Eligibility Profile: [dropdown]

Exam: Exam 1

Color: [yellow bar]

Status: [dropdown]

0h 1m

View All Appointments

3. For a one-time break, enter a **Reason**, select a **Duration** (duration must be in minutes), and **Save**.

Schedule Appointment

[Appointment](#)
[Billing](#)
[Eligibility](#)
[Vitals](#)
[Growthcharts](#)
[Flags](#)
[Log Comm.](#)
[Revisions](#)
[Custom Data](#)
[MU Helper](#)

Type Appointment Video Visit Break

Provider: James Smith
 Office: Eastern Office
 Reason: Meeting
 Profile: -----
 Eligibility Profile: -----
 Exam: All Exam Rooms
 Color:

Scheduled: 10/11/2021 Time 12:00PM
 Duration: 60 minutes Allow overlapping
 Notes:

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

Delete Save & Close Save Cancel

The break will appear on the calendar with your other appointments.

Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14
12:00 - 1:00 pm Break Meeting (James Smith)	12:00 - 12:30 pm BW Jenny (Jen) Harris: Eastern Office 12:30 - 1:00 pm BW Michelle Harris: Eastern Office	12:00 - 12:45 pm BW Alexis Wu: Eastern Office	12:00 - 12:45 pm BW Chrissy Bright: Eastern Office

Setting up a recurring break is similar to setting up a [recurring appointment](#).

- After selecting the **Break** button, enter a **Reason** and **Duration** (in minutes).
- Click the **Recurring Appointment** checkbox.
- Select the days for the break.
- You can select how often, in weeks, the break occurs.
- Select a start date.
- Select the last date for the break (for example, with vacation). If the break never ends, check the **Never Ends** box.
- Select **Save** or **Save & Close**.

