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.

Schedule Clinical Pa
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

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

Appointment	Billing	Eligibility	Vitals	Growthchart	s Flags	Log Comm.	Revisions	Custom Data	MU Helper
Тур	e 😑 Appointi	ment OVide	eo Visit O E	Break	k-in 🗌 Trans	sition of Care	New Patient	Referral	
Provider	James Smi	th	~		Supervising	- If different t	to provider -	~	
Patient			+ + 6	> 🕑	Office:	Eastern Offic	ce .	+	
Reason:					Profile:			~	
				17	Eligibility Profile:			~	
Scheduled:	10/11/2021	Time 12:0	0PM 🗘		Exam:	Exam 1		~	
Duration:	30 minut	tes 🗌 Allow o	overlapping		Color:				
Notes:					Status:			~	
				1		0h 1m			
Consent Forms:		a Use Agreemer Policy (default)	nt (default)			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 O Appointment O Video Visit I Break											
Provider	James Smit	h									
Office:	Eastern Offi	ice	~ + 🥖								
Reason:	Meeting	-			Profile:			~			
					Eligibility Profile:			~			
Scheduled:	10/11/2021	Time 12:0	0PM 🗘		Exam:	All Exam Roon	ns	~			
Duration:	60 minu	ites 🗌 Allow o	overlapping		Color:						
Notes:											
 Recurring Appointment Arrange a Follow-up Reminder View Active Reminders: 											
			De	lete Save & Close	e Save	Cancel					

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

Mon 10/11	×	Tue 10/12	ж	Wed 10/13	×	Thu 10/14	×
12:00 - 1:00 pm Break Meeting (James Smith)	0	12:00 - 12:30 pm Jenny (Jen) Harris: Eastern Office	BW	12:00 - 12:45 pm Alexis Wu: Eastern Office	BW	12:00 - 12:45 pm Chrissy Bright: Eastern Office	BW
0 ,,							
		12:30 - 1:00 pm Michelle Harris: Eastern Office	BW				

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.

Type Appointment Video Visit Break	
Office: Eastern Office Reason: Lunch Profile: Profile: Profile: Scheduled: 10/11/2021 Time 01:00PM Exam: All Exam Rooms Duration: 30 minutes Allow overlapping Color:	
Reason: Lunch Profile: ~ Eligibility ~ Profile: Profile: ~ Scheduled: 10/11/2021 Time 01:00PM Exam: All Exam Rooms ~ Duration: 30 minutes Allow overlapping Color:	
Scheduled: 10/11/2021 Time 01:00PM Ouration: 30 minutes Allow overlapping Color:	
Scheduled: 10/11/2021 Time 01:00PM Exam: All Exam Rooms Duration: 30 minutes Allow overlapping Color:	
Duration: 30 minutes Allow overlapping Color:	
Notes:	
Recurring Appointment	
Repeats weekly on Monday, Tuesday, Wednesday, Thursday, Friday starting 10/11/2021	
Weekdays: 🗌 Sun 🗹 Mon 🗹 Tue 🗹 Wed 🗹 Thu 🗹 Fri 🗌 Sat 🛛 Select all Select None	
Recurs Every: 1 week(s)	
First Appointment 10/11/2021	

The recurring break will appear on the calendar.

Mon 10/11 🛛 🗶	Tue 10/12 🗙	Wed 10/13 🛛 🛪	Thu 10/14 🛛 🗶	Fri 10/15 🛛 🛪
12:00 - 1:00 pm	12:00 - 12:30 pm BW	12:00 - 12:45 pm BW Alexis Wu: Eastern Office	12:00 - 12:45 pm BW Chrissy Bright: Eastern Office	
Break Meeting(James Smith)	Jenny (Jen) Harris: Eastern Office	Alexis Wu: Eastern Office	Chrissy Bright: Eastern Office	
	12:30 - 1:00 pm BW			
-	Michelle Harris: Eastern Office			
1:00 - 1:30 pm © Break Lunch(James Smith)	1:00 - 1:30 pm ② Break Lunch (James Smith)	1:00 - 1:30 pm O Break Lunch(James Smith)	1:00 - 1:30 pm O Break Lunch (James Smith)	1:00 - 1:30 pm O Break Lunch (James Smith)
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