How do I delete a break from the schedule?

07/08/2024 7:57 pm EDT

You can easily remove a break from your calendar.

1. Go to the schedule and select the break you would like to remove from the calendar.

+ Event	🗂 Today 🛛 C Refresh 🔒 Print Ap		ppts		Apr 11 2022 - Apr 15			Daily Exam Ro		oms Doctor Weekly		Mon	nthly	
	Mon 4/11		×	Tue 4/12	Tue 4/12 🗙		Wed 4/13 🗙		Thu 4/14 🛛 🗶		Fri 4/15		×	+
11:00am														
	11:30 - 12:00 p	m v Office 1	BW	11:30 - 12:00 pm	BW	11:30 - 12:00 pm		BW 11:30 - 12:00 pm	1	JS	11:30 - 12:00 pm	ia: Office 1		JS
	Chrissy Bright			Sample Patient : Onice 2		Sample Patient: Onice 1		Michelle Harris: Offi	ce i		Jenny (Jen) Harr	IS: Office 1		
10:00===	12:00 - 12:30 n	m		12:00 - 12:30 pm		12:00 - 12:30 pm		0 12:00 - 12:30 pm		0	12:00 - 12:30 pm			
12:00pm	Break Lunch (Dr. James Smith	1)	Break Lunch (Dr. James Smith)		Break Lunch (Dr. James Sn	nith)	Break Lunch (Dr. Ja	mes Smith	1)	Break Lunch (Dr.	James Smit	h)	

2. Above you have the option to either Edit this appointment only or Edit all future appointments.

 Edit this appointment only 	Edit all future appointments							
Schedule Appointment ×	Schedule Appointment ×							
Appointment Billing Eligibility Vitals Growthcharts Flags Log Comm. Revisions Custom Data MU Helper	Appointment Billing Eligibility Vitais Growthcharts Flags Log Comm. Revisions Custom Data MU Helper							
туре 🖲 Мак	Type 🐵 Break							
Recurring Edit: Getit this appointment only Cetit all future appointments	Recurring Edit: O Edit this appointment only Edit all future appointments							
Provider Dr. James Snith Office Office 1 Reason: Lunch Profile: ~ Schedulet: 04/11/2022 Time 12:00PM Exam1 Duration: 0 Notes: .	Provider Dr. James Snith Office: Office: Pessor: Lunch Profile: Profile: Scheduled: 04/11/2022 Time 12:00PM Eam: Durator: 30 Notes: Color:							
Pecuring Appointment: A scheduled appointment cannot be convented to a recurring series. Peppets weekly on Monday, Tuesday, Wednesday, Thunday, Friday starting 04/1/2022 Weekdays: Sun Mon Tue Wied Thu Fri Sat Cates Form Form Ferry Function (1999) Frita Appointment (1999) Frita Appointment (1999) Last Appointment (1999)	Recurring Appointment Repeats weekly on Monday, Tusaday, Wednesday, Thuraday, Friday starting 6//11/2022 Weekdays: Sun @ Mon @ Tue @ Wed @ Thu @ Pri Sat @most More Recurr Every: 1 weekly First Appointment 6//11/2022 Last Appointment @ News Ends							
Arrange a Follow-up Reminder: Vew Active Reminders: Owned Save & Classe Gaussi Cancel	Arrange & Follow-up Reminder Vew Active Reminders:							

3. To delete the appointment, click **Delete**. This will either delete one break or all recurring breaks based on your selection.

Schedule Appointment											
Appointment	Billing	Eligibility	Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU Helper		
Type Break											
Recurring Edit: O Edit this appointment only											
Provider	Dr. James S	Smith	~								
Office:	Office: Office 1										
Reason:	Lunch				Profile:			~			
					Eligibility Profile:						
Scheduled:	04/11/2022	Time 12:0	0PM 🗘		Exam:	Exam: Exam 1 V					
Duration:	30 minu	ites 🗌 Allow o	overlapping		Color:						
Notes:											
							/				
Recurring App	ointment										
Repeats week	y on Monday, T	luesday, Wednes	day, Thursday,	Friday starting 04/11/2	2022						
	Weekdays:	Sun 🔽 N	lon ⊽ Tue	Ved VThu	J 🔽 Fri	Sat Sele	ct all Select Nor	ne			
F	Recurs Every:	1	week(s)								
First	First Appointment 04/11/2022										
Last	Appointment	Vever Ends									
Arrange a Follow-up Reminder											
Daleta Save & Close Save Cancel											
		_		Save & Clos	Save	Carloer					