Scheduling Recurring Appointments

09/10/2024 4:25 pm EDT

Scheduling recurring appointments in DrChrono is easy and only involves a few extra steps in the appointment scheduling process.

1. Open an appointment window.

2. Enter the patient's name.

Optional: Select an Appointment Profile

3. Check the **Recurring Appointment** box. The **Recurring Appointments** checkbox must be checked BEFORE saving the appointment. Otherwise, it will be scheduled as a one-time appointment.

4. Select the days you would like to schedule the appointment.

5. Enter the weekly frequency (every week, 2 weeks, etc).

6. Select an end date or check the Never ends box.

7. Click Save or Save & Close.

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