

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**.

The screenshot displays the DrChrono appointment scheduling interface. The main view is a calendar for June 2021, showing a recurring appointment on Tuesday, June 29th, from 8:20 AM to 8:50 AM. The appointment is assigned to Dr. James Smith and is located at the Primary Office. The interface includes a navigation menu, a search bar, and a sidebar with filters for doctors and offices.

Day	Sun 6/27	Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3
9:00am			8:20 - 8:50 am James (Jen) Harris: Primary Office				
10:00am							
11:00am							

Doctors Select all / none

- James Smith 0
- Brendan Wilberton 7

Offices Select all / none

- Primary Office
- Main PG Office
- 2nd Provider Office
- Telehealth