

# How do I remove a recurring appointment?

07/08/2024 8:00 pm EDT

You can delete recurring appointments in two ways in DrChrono: [from the appointment](#) or from the [Recurring Events section](#).

## From the Appointment Window

1. From the schedule, open up one occurrence of the recurring appointment.

The screenshot displays the DrChrono interface for managing appointments. At the top, there is a navigation bar with tabs for Schedule, Clinical, Patients, Reports, Billing, Account, and Help. A search bar and notification icons are also present. Below the navigation bar, there are controls for the appointment window, including a calendar view for July 2021, a date range selector for 'Jul 4 2021 - Jul 10', and view options for Daily, Exam Rooms, Doctor, Weekly, and Monthly. The main area shows a grid of appointments. A recurring appointment series is visible, with occurrences on Monday 7/5, Wednesday 7/7, and Friday 7/9. Each occurrence is labeled '3:00-3:30 pm BW Jenny (Jen) Harris: Primary Office'. The appointment is currently open for the Monday 7/5 occurrence.

2. Click **Edit all future appointments** and click **Delete**.

**Note:** If you do not see the **Edit all future appointments** button, it is not a recurring appointment or you need to go to an appointment further in the series so the button is available.

**Schedule Appointment** x

- Appointment
- Billing
- Eligibility
- Vitals
- Growthcharts
- Flags
- Log Comm.
- Revisions
- Custom Data
- MU Helper

Type  Appointment  Video Visit  Walk-in  Transition of Care  Referral

Recurring Edit:  Edit this appointment only  Edit all future appointments

Missing Patient Address Patient Statement Balance: \$434.00 [Generate Statement](#) [13 past appointments](#)

<p><b>Provider:</b> Dr. James Smith</p> <p><b>Patient:</b> Test Patient Jr - 06/27/1992 <span style="float: right;">+ ✎ 📄</span></p> <p><b>Reason:</b> Telehealth</p> <p><b>Scheduled:</b> 12/01/2023 Time 01:15PM <span style="float: right;">↕</span></p> <p><b>Provider Timezone:</b> US/Eastern</p> <p><b>Duration:</b> 15 minutes <input type="checkbox"/> Allow overlapping</p> <p><b>Notes:</b> <input style="width: 100%;" type="text"/></p> <p><b>Consent Forms:</b>  <input checked="" type="checkbox"/> HIPAA Data Use Agreement (default)  <input checked="" type="checkbox"/> Telehealth Consent (default)</p>	<p><b>Supervising:</b> Brendan Wilberton</p> <p><b>Office:</b> Office 1 <span style="float: right;">+ ✎</span></p> <p><b>Profile:</b> Telehealth</p> <p><b>Eligibility Profile:</b> -----</p> <p><b>Exam:</b> Exam 1</p> <p><b>Color:</b> <span style="background-color: #f0e68c; border: 1px solid #ccc; display: inline-block; width: 60px; height: 15px;"></span></p> <p><b>Status:</b> <input type="text"/></p> <p style="text-align: center; margin-top: 10px;"><a href="#">View All Appointments</a></p>
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Recurring Appointment

Repeats weekly on Friday starting 11/17/2023 until 01/31/2024

Weekdays:  Sun  Mon  Tue  Wed  Thu  Fri  Sat Select all Select None

Recurr Every:  week(s)

First Appointment:

Last Appointment:   Never Ends

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

Delete Save & Close Save Cancel

3. Now, the appointment will no longer appear on the schedule.

	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10
2:00pm							
3:00pm		3:00 - 3:30 pm BW Jenny (Jen) Harris: Primary Office		3:00 - 3:30 pm BW Jenny (Jen) Harris: Primary Office			
4:00pm							

# From the Recurring Events Menu

1. Go to **Schedule > Recurring Events**.

**Schedule** Clinical P

**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
- Eligibility Dashboard

2. From here you can select **Stop** to delete the recurring event.

Manage All Upcoming Recurring Events

Filter by Patient Name  Search

James Smith 1 OF 1 PAGE

Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/30/2021	06/28/2021 (Virtual) ▼	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <b>Stop</b> 06/28/2021
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual) ▼	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m. <b>Stop</b> 06/28/2021

3. A window will open asking if you are sure. Click **OK** to continue.

drchrono.com says

Are you sure to delete this recurring appointment?

You can also delete recurring appointments from a certain date going forward in the recurring events sections.

1. You can see the future appointments under the **Future Instances** dropdown.

## Manage All Upcoming Recurring Events

Filter by Patient Name  Search

1 OF 1 PAGE

Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 06/29/2021	06/28/2021 (Virtual)	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <input type="button" value="x Stop"/> 06/28/2021
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m. <input type="button" value="x Stop"/> 06/28/2021
James Smith	Michelle Harris	June 30, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/30/2021 until 07/30/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179344619 Created: 06/28/21 4:29 p.m. <input type="button" value="x Stop"/> 06/28/2021

### 2. Enter the date you would like the appointments to end and select Stop.

Manage All Upcoming Recurring Events

Filter by Patient Name  Search

07/16/2021

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Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/30/2021	06/28/2021 (Virtual)	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <input type="button" value="x Stop"/> 07/16/2021
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m. <input type="button" value="x Stop"/> 06/28/2021

### 3. A window will open asking if you are sure. Click OK to continue.

drchrono.com says

Are you sure to delete this recurring appointment?

### 4. In the Future Instances dropdown, the appointments after the end date will be removed.

Manage All Upcoming Recurring Events

Filter by Patient Name  Search

1 OF 1 PAGE

Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details
James Smith	Jenny (Jen) Harris	June 28, 2021, 3 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/08/2021	06/30/2021 (Virtual)	Primary Office, Exam 1	ID: 179332457 Created: 06/28/21 3:22 p.m. <input type="button" value="x Stop"/> 06/28/2021
James Smith	Michelle Harris	June 28, 2021, 4:10 p.m.	Repeats weekly on Monday, Wednesday, Friday, starting 06/28/2021 until 07/15/2021	06/28/2021 (Virtual)	Primary Office, Exam 1	ID: 179341182 Created: 06/28/21 4:09 p.m. <input type="button" value="x Stop"/> 06/28/2021