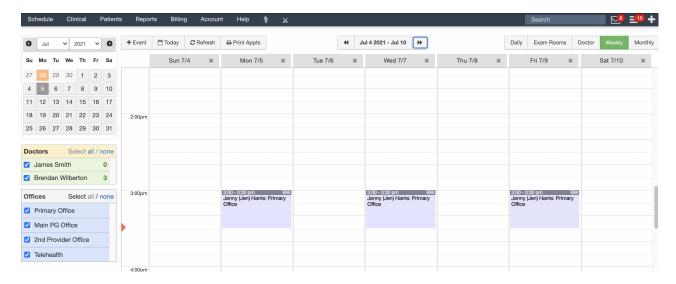
How do I remove a recurring appointment?

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.

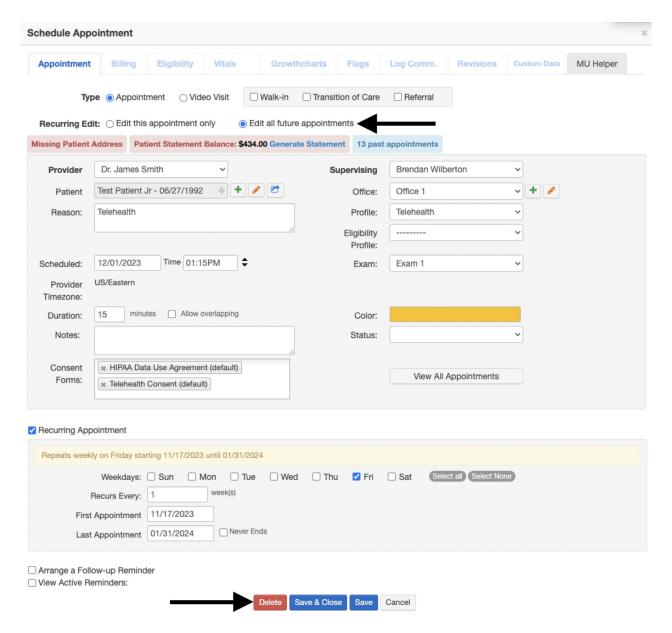
From the Appointment Window

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

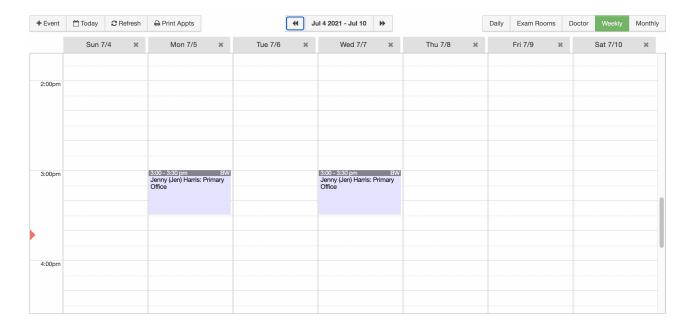


2. Click Edit all future appointments and click Delete.

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.

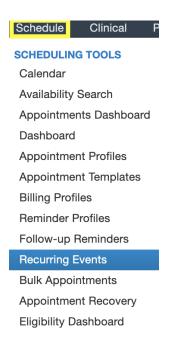


3. Now, the appointment will no longer appear on the schedule.

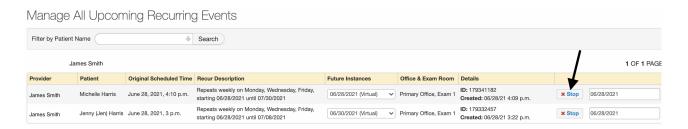


From the Recurring Events Menu

1. Go to Schedule > Recurring Events.



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



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

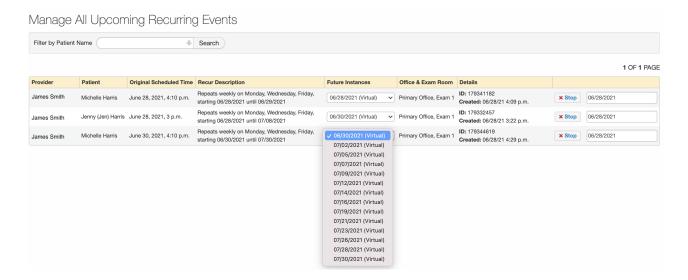
drchrono.com says

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.



2. Enter the date you would like the appointments to end and selectStop.



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.

