

Copy an Appointment

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Version 14.19



Our new Multi-Location Calendar updates are here! Please see the [OP 21.3 Calendar Articles](#) for an overview of the changes. Practices can configure OP to [switch to the new calendar](#) and explore its features.

Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button

Overview

In this article, you will learn how to copy an appointment. Copied appointments can be applied as a single appointment or recurring appointments.

Copy Appointments

1. Click on the appointment you would like to copy.
2. Right-click on the the appointment and select **Copy appointment**.



Note: You can also click the **Copy** button under the calendar to open the Copy Appointment window. You can copy appointments at an interval (days, weeks, months). If the **Confirm each addition** checkbox was selected, click **Yes** in the Copy Appointment Confirmation and **Cancel** to exit.

3. In the calendar, locate the date and time where you'd like to copy the appointment.
4. Highlight the new time slot, right-click, and select **Paste Appointment**.
5. A pop-up window displays asking "Will you be making another copy of this appointment?"
6. Click **OK** if you wish to copy the appointment again and paste or **No** to just paste the appointment.


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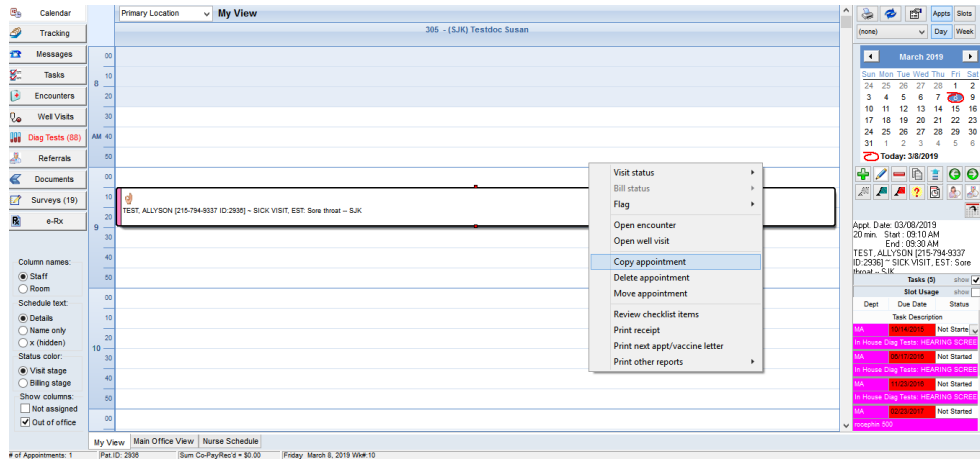
Path: Smart Toolbar > Schedule button > Calendar tab

Overview

In this article, you will learn how to copy an appointment.

Copy Appointments

1. Left-click once to select the appointment.
2. Click on the appointment you would like to reschedule and click the copy button  under the calendar.
OR
Right-click on the the appointment and select Copy appointment.



Appointment Schedule: Copy Appointment

3. In the calendar, locate the date and time where you'd like to copy the appointment.
4. Highlight the new time slot, right-click, and select **Paste Appointment**.



Note: Appointments may be copied to a different date as well as a different provider.

