

ARCHIVE A PATIENT AGREEMENT

At times a patient agreement may be created and in progress when it's decided the claim is not able to be completed for various reasons. The claim may be archived to remove it from the active claim workflow.

Below are the steps to follow to archive a patient agreement:

Patient Agreements / Test Patient

Test Patient

ID 587191 • Sports Orthopedic & Spine - Vista

In the patient agreement select the Archive button in the upper right corner

Archive View Activity Print ▾

Patient Agreements / Test Patient / Archive

Archive

Patient Agreement 587191

Reason

Reason *
Billed ▾

Details

Click the drop down and select the reason for Archive. Add additional details in box below if needed. Then click on Archive

Cancel Archive

Patient Agreements / Test Patient

Test Patient

Archived

ID 587191 • Sports Orthopedic & Spine - Vista

NOTE: A patient agreement may be restored by selecting the Unarchive Button

View Activity Print ▾

This Patient Agreement was archived on 06/05/2018 Unarchive

Archive Reason: Order cancelled -