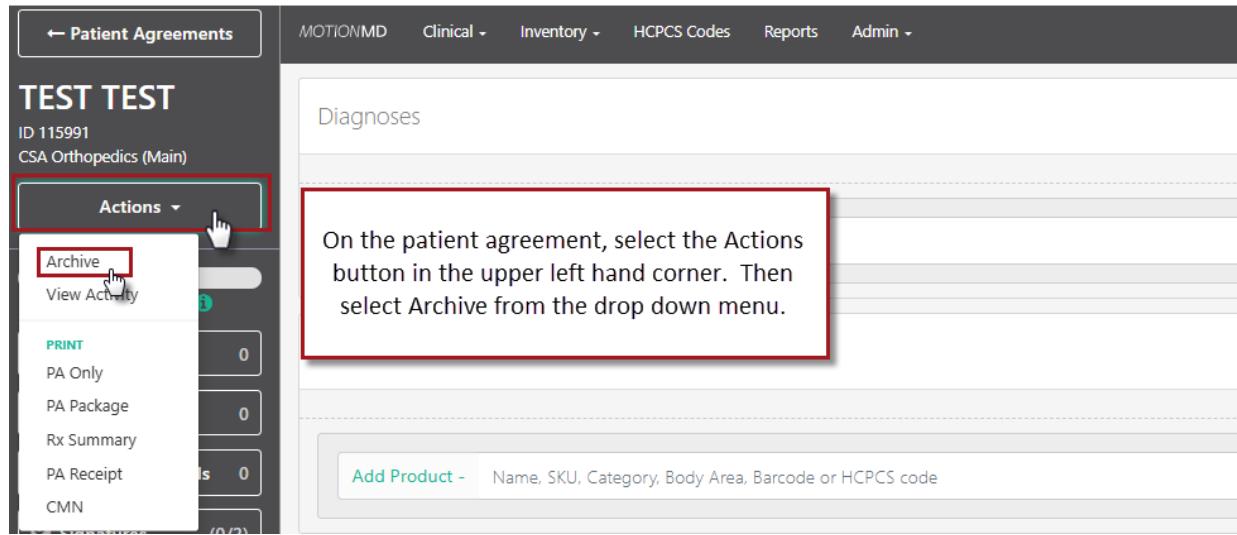


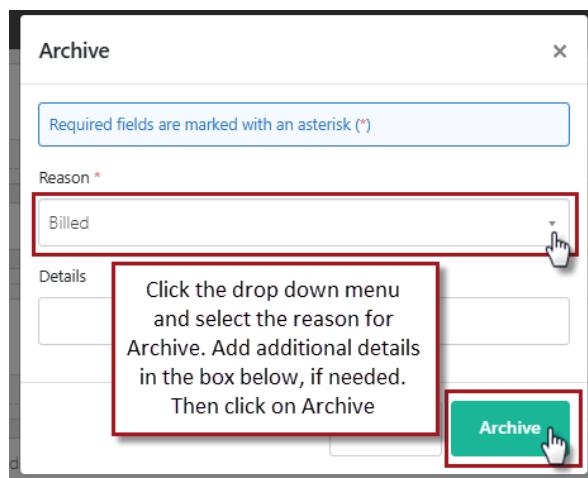
ARCHIVE A PATIENT AGREEMENT

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:



On the patient agreement, select the Actions button in the upper left hand corner. Then select Archive from the drop down menu.



Required fields are marked with an asterisk (*)

Reason *

Billed

Details

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

Archive



Archive (Billed -) This Patient Agreement was archived on 01/22/2025 by Nicole Valentin.

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

Unarchive