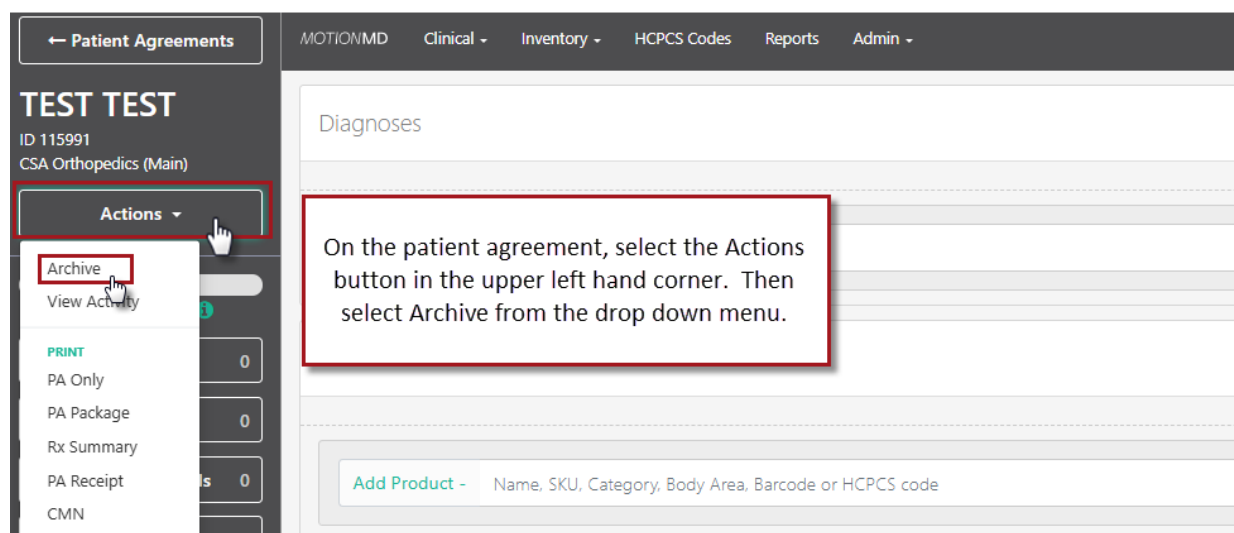


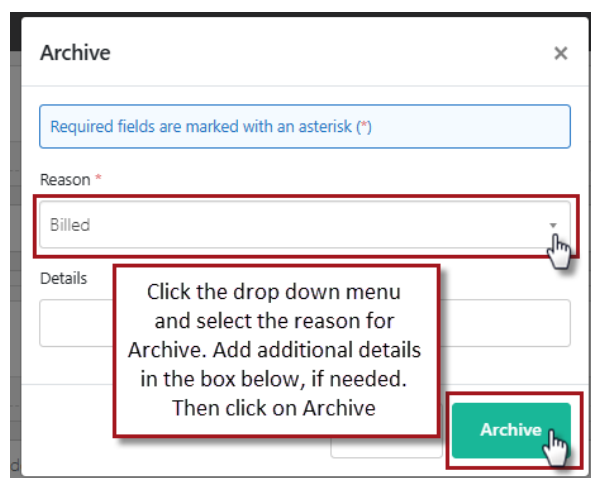
ARCHIVE A PATIENT AGREEMENT

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.

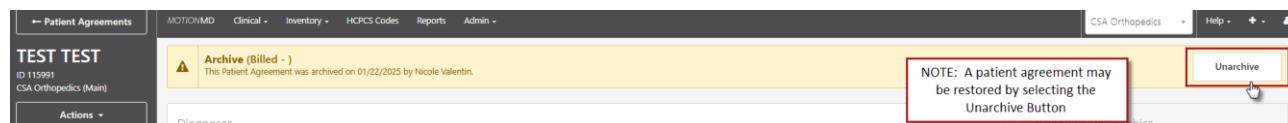
Below are the steps to follow to archive a patient agreement:



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



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



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