Creating and Archiving Custom Billing Statuses

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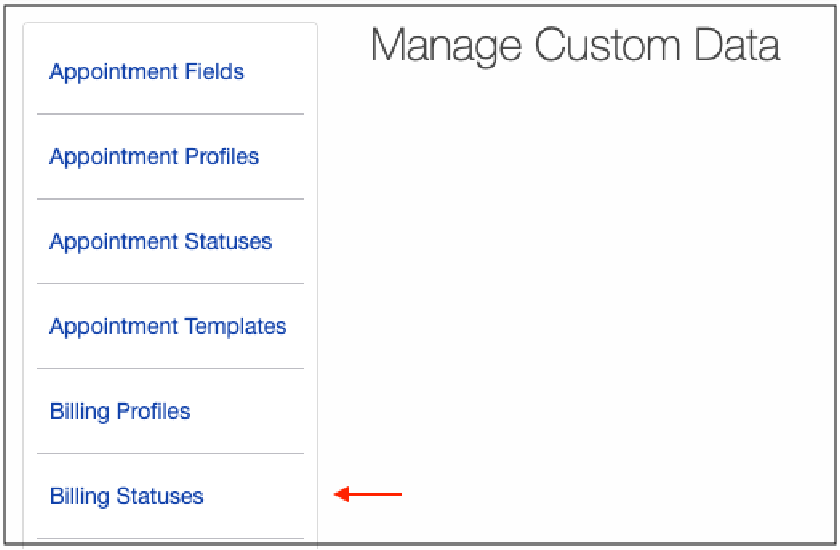
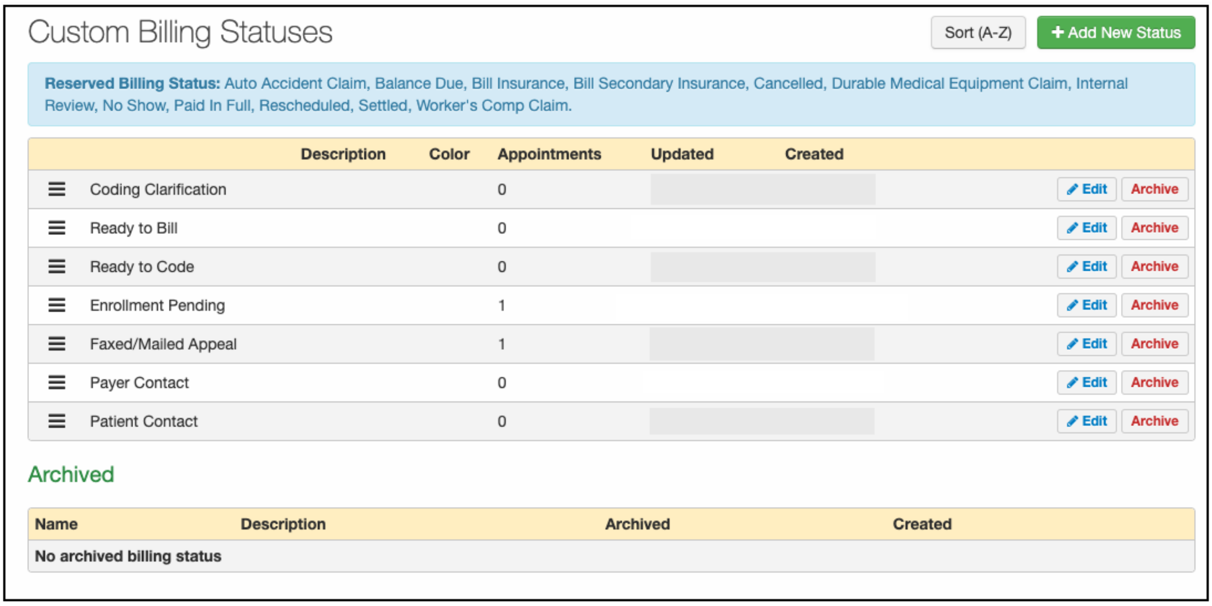
Custom billing statuses are a great way to customize your practice's billing. If your practice has a specific workflow for billing, you can make custom billing statuses to keep track of each step in the process.

1. Hover over **Account** on your navigation bar and select **Custom Fields**.
2. Select **Billing Statuses** on the left-hand navigation bar.



On the Custom Billing Statuses page, you can view all your custom billing statuses.

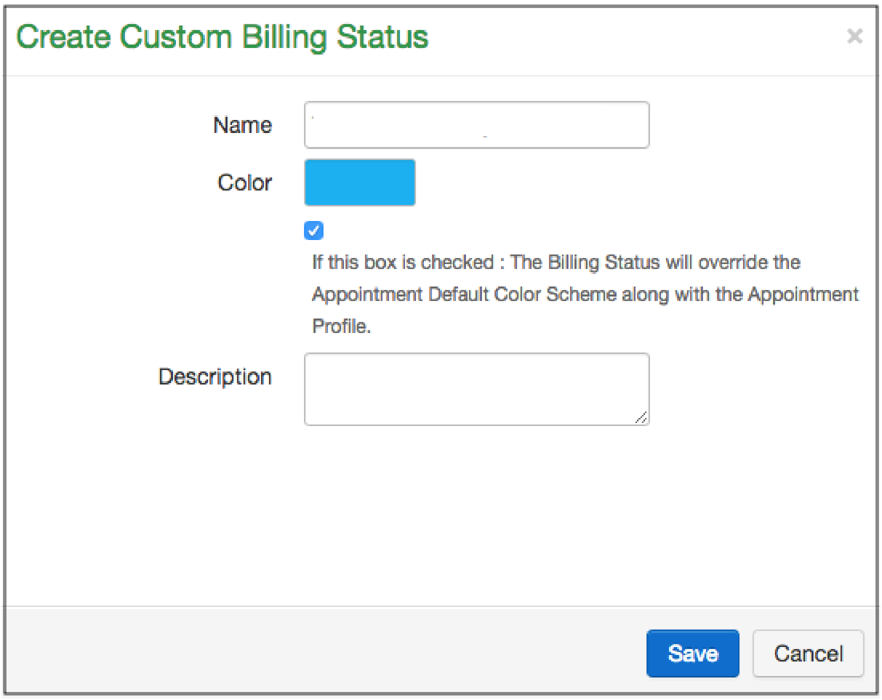


Description	Color	Appointments	Updated	Created	
Coding Clarification		0			Edit Archive
Ready to Bill		0			Edit Archive
Ready to Code		0			Edit Archive
Enrollment Pending		1			Edit Archive
Faxed/Mailed Appeal		1			Edit Archive
Payer Contact		0			Edit Archive
Patient Contact		0			Edit Archive

Name	Description	Archived	Created
No archived billing status			

To add a new billing status, select the **+Add New Status** button.

Fill out the name, color, and description of the new billing status and press **Save** when complete. Your billing status will now appear on the Custom Billing Statuses page.



Archiving a Custom Billing Status

To remove a billing status, press the **Archive** button to the right of the billing status you would like to remove.

When you archive a billing status, the DrChrono EHR will check if the billing status is being used by any appointments. If the billing status is being used, the following warning will appear. You have the option to archive the status with or without resetting appointments to **Not Submitted**.

You may unarchive any archived statuses by selecting the **Unarchive** button on your list of archived statuses.