# Creating and Archiving Custom Billing Statuses

Custom Billing Status

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.
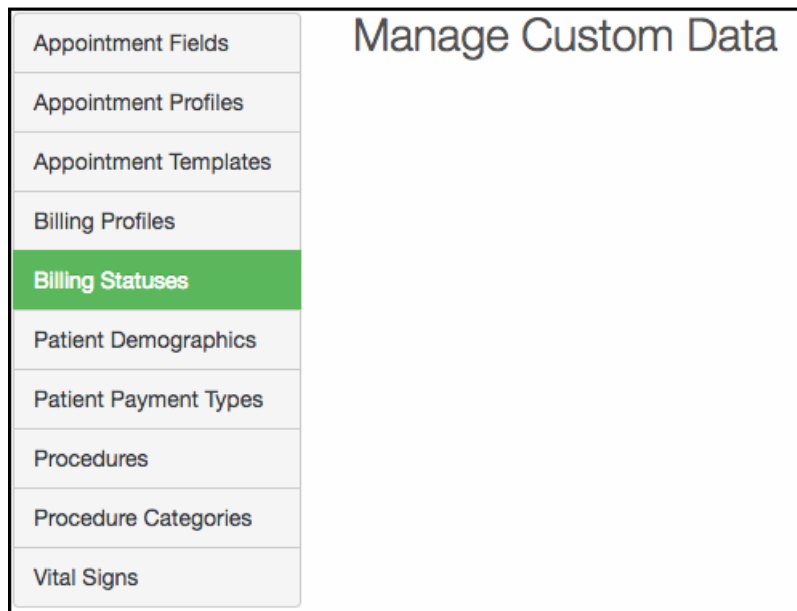
On the Custom Billing Statuses page, you'll be able to view all your custom billing statuses.

Custom Billing Statuses

+ Add New Status

Reserved Billing Status: Auto Accident Claim, Balance Due, Bill Insurance, Bill Secondary Insurance, Cancelled, Durable Medical Equipment Claim, Internal Review, No Show, Paid In Full, Rescheduled, Settled, Worker's Comp Claim.

❓ Name	Description	Color	Appointments	Updated	Created		
☰ Debt Collector Sent	Last resort collections		0			✏ Edit	Archive
☰ Ready for Staff Processing	For Zach (Office Assistant)		0			✏ Edit	Archive

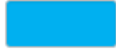To add a new billing status, select the green **+Add New Status** button.

+ Add New Status

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

Create Custom Billing Status   ✕

Name To be reviewed by Jane

Color

☑

If this box is checked : The Billing Status will override the Appointment Default Color Scheme along with the Appointment Profile.

**Description** Jane, our billing specialist, reviews all claims

Save   Cancel

Archiving a Custom Billing Status

To remove a billing status, you may select 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 will 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.
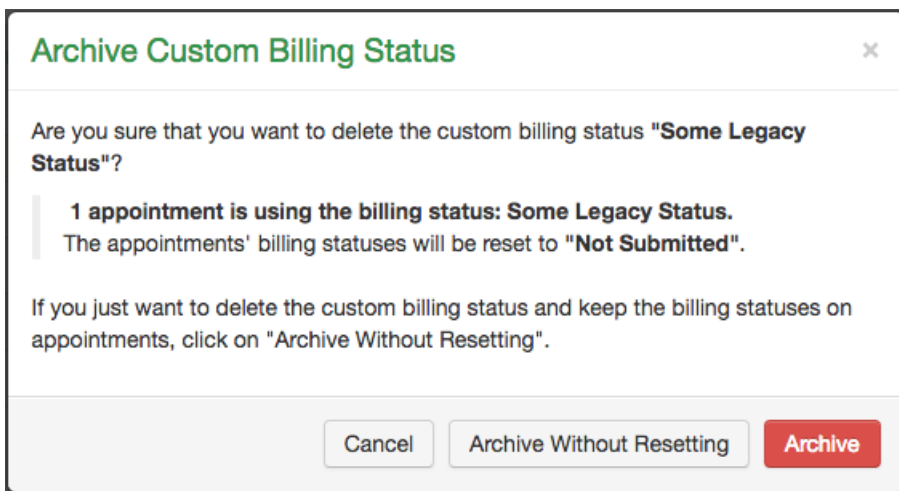
Prefer to watch a video on this topic? You can do so here.