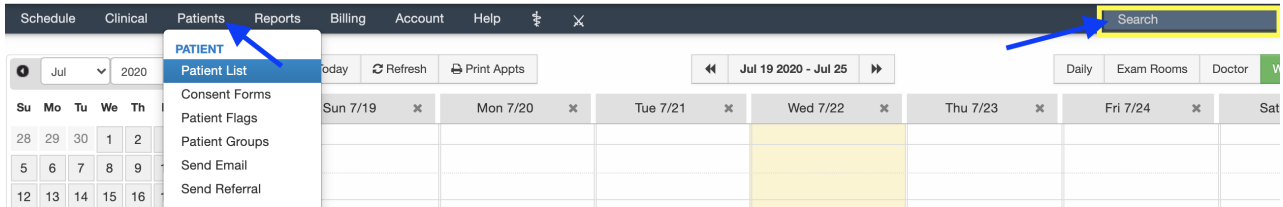


Removing a Patient Flag

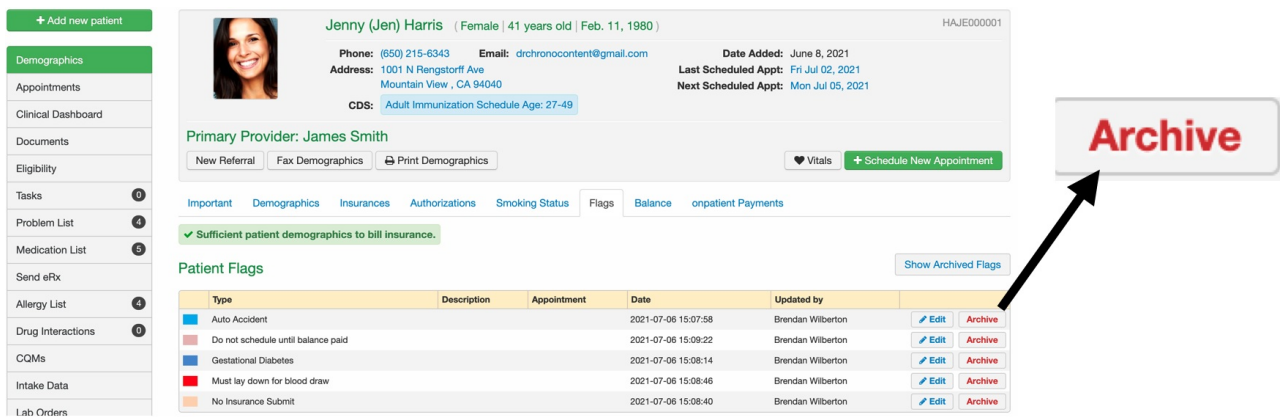
07/08/2024 7:43 pm EDT

You can remove a flag from a patient in the patient's chart. DrChrono refers this as archiving.

1. Pull up the patient's chart by going to **Patients > Patient List** and finding the patient or look up the patient using the **Search** bar



2. Go to the **Flags** tab and select **Archive** next to the flag you would like to remove.



3. Select **OK** when asked to confirm the removal of the flag.

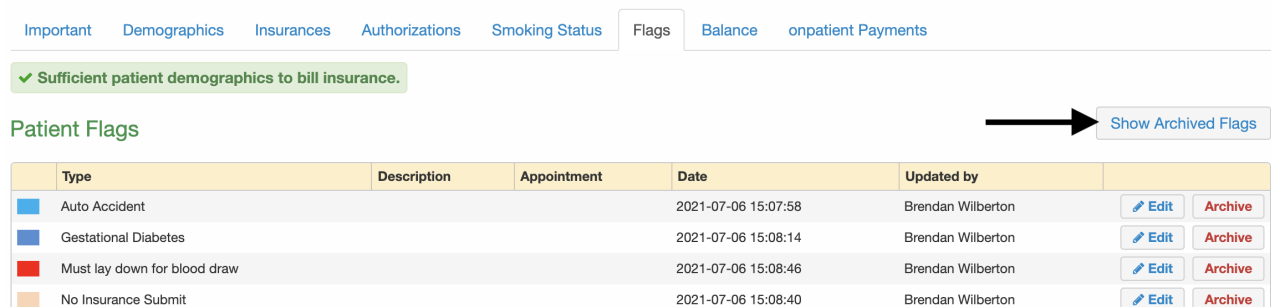
.drchrono.com says

Are you sure to archive this patient flag?

Cancel

OK

4. If you want to view the archived flags, select **Show Archived Flags**.




5. Select **Show Active Flags** to return to the patient's active flags. If you would like to restore a flag to a patient, click **Unarchive** (optional). Click **Save Demographics** when finished.

Important Demographics Insurances Authorizations Smoking Status **Flags** Balance onpatient Payments

✓ Sufficient patient demographics to bill insurance. Auto Accident Gestational Diabetes Must lay down for blood draw No Insurance Submit

Patient Flags

Show Active Flags

Type	Description	Appointment	Date	Updated by	
Do not schedule until balance paid			2021-07-06 15:16:01	Brendan Wilberton	 Unarchive

+ Add Flag

Save Demographics