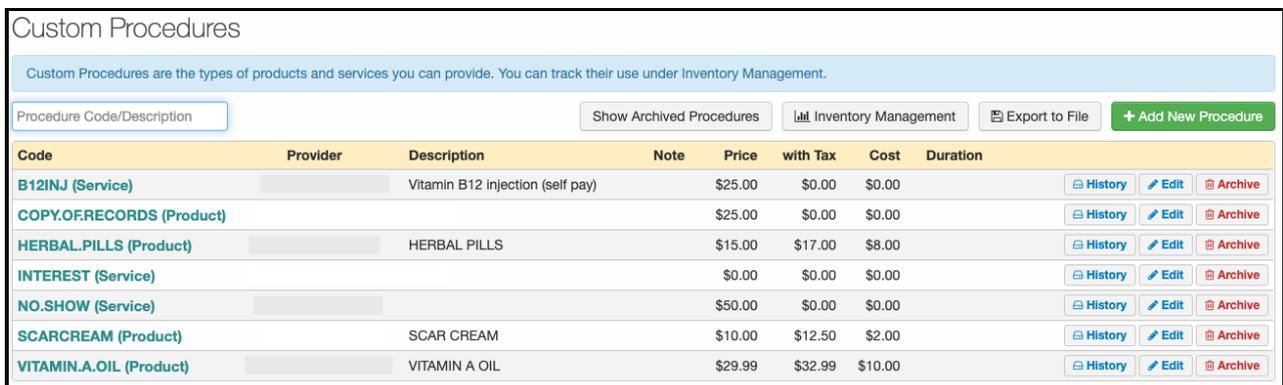


How do I update or archive my custom procedures?

Last modified on 06/16/2025 1:55 pm EDT

Occasionally, the prices of your procedures and inventory will change. You may also decide not to offer a service, and the related custom procedure code must be archived. You can do both quickly and easily in DrChrono.

1. Hover over **Billing** in your navigation bar and select **Custom Procedures**.
2. On your custom procedures page, you have a couple of different options.
 - a. **History** - this will show you the history of the custom procedure code, including when it was created and any price changes.
 - b. **Edit** - this will allow you to change the description, price, or cost.
 - c. **Archive** - this will allow you to archive the custom code, removing it from being selected on a patient appointment.



Code	Provider	Description	Note	Price	with Tax	Cost	Duration	
B12INJ (Service)		Vitamin B12 injection (self pay)		\$25.00	\$0.00	\$0.00		History Edit Archive
COPY.OF.RECORDS (Product)				\$25.00	\$0.00	\$0.00		History Edit Archive
HERBAL.PILLS (Product)		HERBAL PILLS		\$15.00	\$17.00	\$8.00		History Edit Archive
INTEREST (Service)				\$0.00	\$0.00	\$0.00		History Edit Archive
NO.SHOW (Service)				\$50.00	\$0.00	\$0.00		History Edit Archive
SCARCREAM (Product)		SCAR CREAM		\$10.00	\$12.50	\$2.00		History Edit Archive
VITAMIN.A.OIL (Product)		VITAMIN A OIL		\$29.99	\$32.99	\$10.00		History Edit Archive

Other options on the page will allow you to export the information to an MS Excel file (after requested, it will appear in your message center for retrieval), add new custom procedures, and view any custom procedure codes that have previously been archived.