

How do I update or archive my custom procedures?

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Update & Archive Custom Procedures

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 will need to be archived. You can do both quickly and easily in DrChrono.

1. Mouse over **Billing** in your navigation bar and select **Custom Procedures**.

On your custom procedures page, you have a couple of different options.

- **History** - this will show you the history of the custom procedure code including when it was created and any price changes.
- **Edit** - this will allow you to make changes to the description, price, or cost.
- **Archive** - this will allow you to archive the custom code, removing it from being selected on a patient appointment.

Custom Procedures										
Custom Procedures are the types of products and services you can provide. You can track their use under Inventory Management.										
Procedure Code/Description		Show Archived Procedures		Inventory Management		Export to File		+ Add New Procedure		
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your message center for retrieval), add new custom procedures, and view any custom procedure codes that have previously been archived.