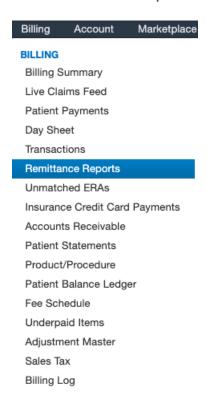
Archive an EOB/ERA

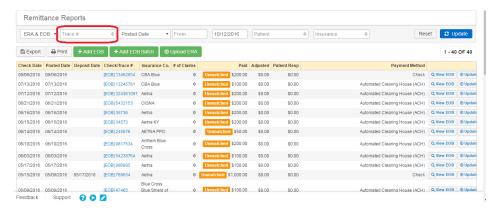
09/03/2024 5:28 pm EDT

In DrChrono, there is no option to delete an EOB/ERA. However, we can archive them, which removes them from showing under your Remittance Report section.

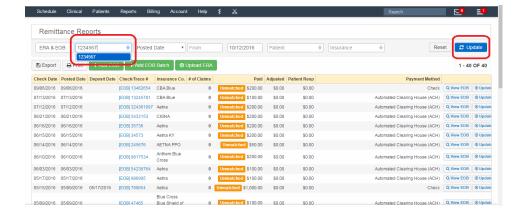
- 1. Hover over Billing.
- 2. Click on Remittance Reports.



3. Enter the EOB/ERA number in the **Trace #** field, if you have it. You can also use posted date, or insurance to locate the EOB/ERA that you would like to archive.



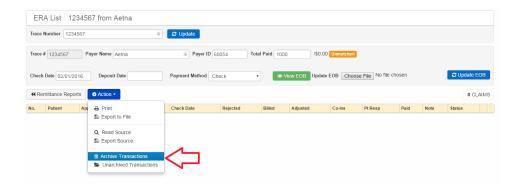
5. Select the EOB/ERA number from the drop and click on the "Update" button.



6. Now, click on the blue EOB/ERA number, which appears as a hyperlink.



7. Click on Action and select Archive Transactions from the list.



This will archive the entire EOB/ERA and remove it from view.