Archive an EOB/ERA

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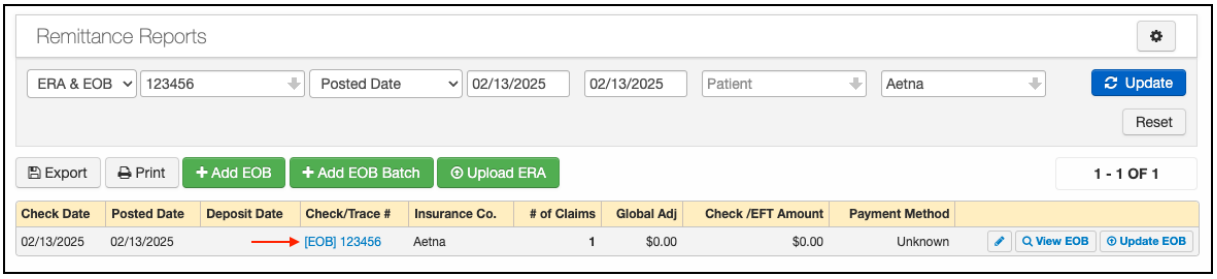
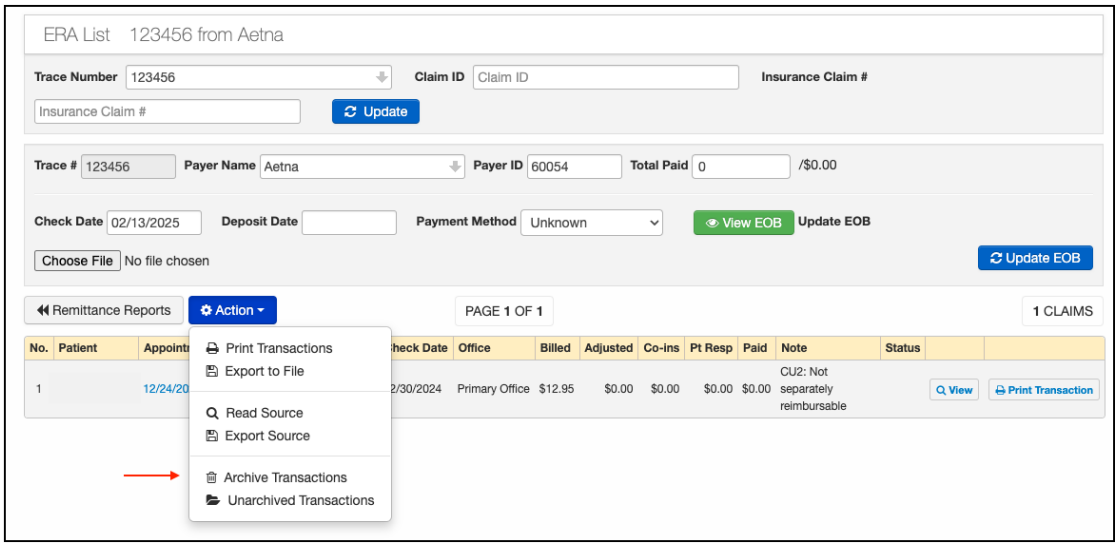
In DrChrono, there is no option to delete an EOB/ERA. However, we can archive them, which removes them from showing under your Remittance Report section.

1. Navigate to Billing > Remittance Reports
2. Enter the Trace # (EOB/ERA number) if available. Posted Date or the Insurance search functions can also be used to locate a voucher.

3. Select the EOB/ERA number from the listing.



4. Select **Archive Transactions** from the **Action** menu.



5. The entire EOB/ERA is now archived and will not appear in the remittance report listing.