

Deleting a Subscription Membership Plan

Last modified on 05/20/2025 2:42 pm EDT

If you need to cancel an existing subscription membership plan, you can easily do so by following the instructions below:

1. Navigate to the **patient's chart > Demographics section > Payments > DrChrono Payments > Patient Payment Plan** header

Demographics

✓ Sufficient patient demographics to bill insurance.

Demographics

Insurances

Authorizations

Patient Flags

Payments

Balance

DrChrono Payments

2. You can cancel the existing subscription membership plan by pressing the **Cancel** button under the Action heading.

Patient Memberships													
Creation Date		Payment Plan		Payment Plan Total Amount		Monthly Payment		Number of Payments		Status	Action		
Mar 17, 2025 3:42:00 PM		Monthly Facial- 6 months		\$3,000.00		\$500.00		6		PENDING	<button>Cancel</button>		
Payment # : 1		Scheduled Date: 03/17/2025		Payment Amount: \$500.00		Remaining Balance: 3000.00		Status: LATE		<button>Pay</button>	<button>Skip</button>	<button>Email Receipt</button>	<button>Text Receipt</button>
Payment # : 2		Scheduled Date: 04/17/2025		Payment Amount: \$500.00		Remaining Balance: 2500.00		Status: LATE		<button>Pay</button>	<button>Skip</button>	<button>Email Receipt</button>	<button>Text Receipt</button>
Payment # : 3		Scheduled Date: 05/17/2025		Payment Amount: \$500.00		Remaining Balance: 2000.00		Status: PENDING		<button>Pay</button>	<button>Skip</button>	<button>Email Receipt</button>	<button>Text Receipt</button>
Payment # : 4		Scheduled Date: 06/17/2025		Payment Amount: \$500.00		Remaining Balance: 1500.00		Status: PENDING		<button>Pay</button>	<button>Skip</button>	<button>Email Receipt</button>	<button>Text Receipt</button>
Payment # : 5		Scheduled Date: 07/17/2025		Payment Amount: \$500.00		Remaining Balance: 1000.00		Status: PENDING		<button>Pay</button>	<button>Skip</button>	<button>Email Receipt</button>	<button>Text Receipt</button>
Payment # : 6		Scheduled Date: 08/17/2025		Payment Amount: \$500.00		Remaining Balance: 500.00		Status: PENDING		<button>Pay</button>	<button>Skip</button>	<button>Email Receipt</button>	<button>Text Receipt</button>

3. Once canceled, the subscription membership plan will be removed from the patient's account.