# EDITING UPDATES ON PATIENT AGREEMENTS

To improve the process of correcting patient name and date of birth on Patient Agreements, the editing capabilities have been expanded for users with the Admin role. Once the Patient Agreement has been submitted to billing the existing locking rules are still in place.

Incomplete Patient Agreements:

Select Edit in the Patient Demographics section. A pop-up box will appear. The Patient's First Name, Last Name & Birthdate are open fields to edit and update.
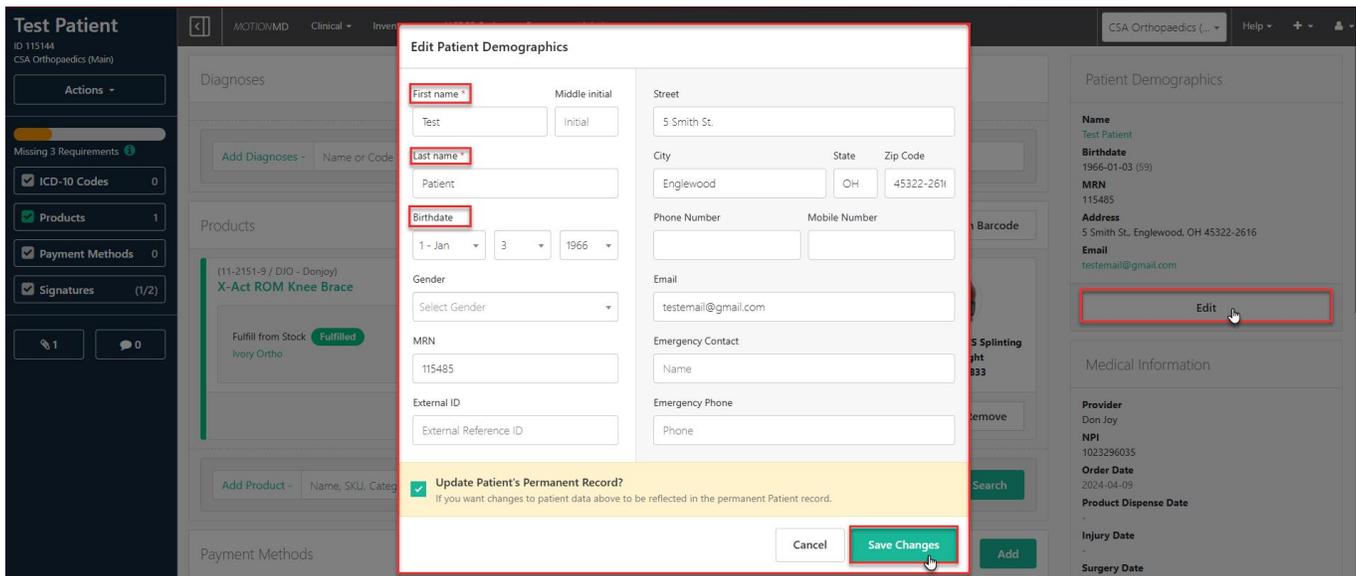
Ready for Billing Patient Agreements:

The Patient's First Name, Last Name & Birthdate are also editable on PAs in Ready for Billing status.