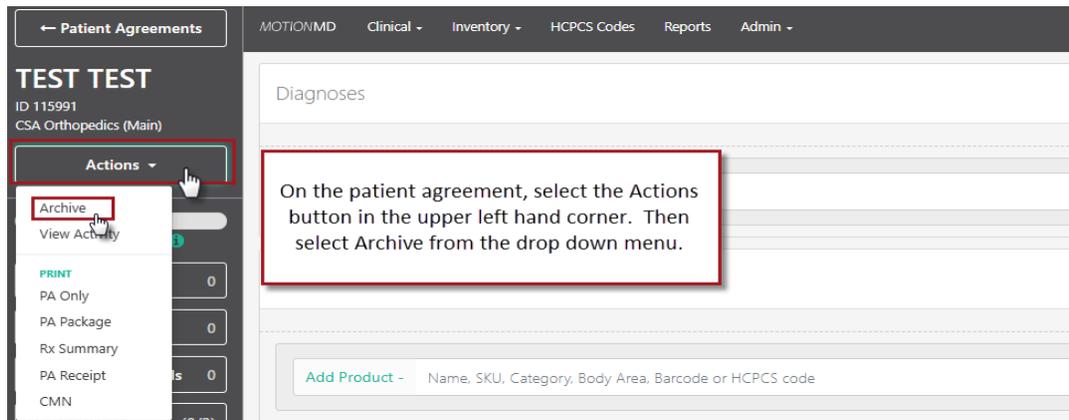


ARCHIVE A PATIENT AGREEMENT

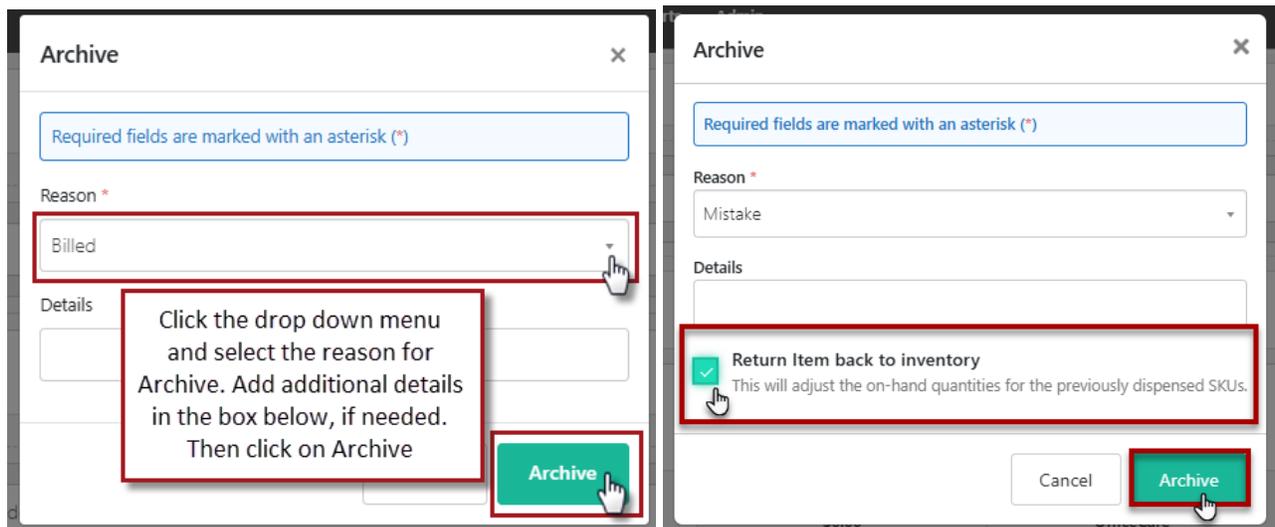
At times a patient agreement may be created and in progress when it's decided the claim is not able to be completed for various reasons. The claim may be archived to remove it from the active claim workflow.

Follow the steps below to archive a patient agreement:



Select the Archive Reason and add additional details in the box below, if needed.

If the item on the PA was fulfilled and the product was not provided, select the Return Item back to Inventory. This will automatically adjust and add the product back into the On-hand count. Select Archive to complete the archive process.



After the Archive button is selected, a message will appear at the top of the PA stating the PA was archived. A PA can be unarchived by selecting the Unarchive button on the top right corner of the agreement.

