

How do I update or archive my custom procedures?

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Occasionally, the prices of your procedures and inventory will change. You may also decide not to offer a service and the related custom procedure code will need to be archived. You can do both quickly and easily in DrChrono.

To begin, mouse over **Billing** in your navigation bar and select **Custom Procedures**.

The screenshot shows a navigation bar with four main categories: Billing, Account, Marketplace, and Help. Under the 'Billing' category, there are two columns of sub-items. The first column includes: Billing Summary, Live Claims Feed, Apollo Plus, Patient Payments, Day Sheet, Transactions, Remittance Reports, Unmatched ERAs, Insurance Credit Card Payments, Accounts Receivable, Patient Statements, Product/Procedure, Patient Balance Ledger, Fee Schedule, Underpaid Items, Adjustment Master, Sales Tax, and Billing Log. The second column includes: BUSINESS INTELLIGENCE (Denial Analysis, Payment Analysis (beta)), CODING (Code Search, New Custom Procedure, Custom Procedures), and INSURANCE (Bulk Edit Payer IDs, Insurance Setup, Payer Search). The 'Custom Procedures' item is highlighted with a blue background.

On your custom procedures page, you have a couple of different options.

- **History** - this will show you the history of the custom procedure code including when it was created and any price changes.
- **Edit** - this will allow you to make changes to the description, price, or cost.
- **Archive** - this will allow you to archive the custom code, removing it from being selected on a patient appointment.

Custom Procedures

Custom Procedures are the types of products and services you can provide. You can track their use under Inventory Management.

Procedure Code/Description Show Archived Procedures Inventory Management Export to File

Code	Provider	Description	Note	Price	with Tax	Cost	Duration	
B12INJ (Service)		Vitamin B12 injection (self pay)		\$25.00	\$0.00	\$0.00		History Edit Archive
COPY.OF.RECORDS (Product)				\$25.00	\$0.00	\$0.00		History Edit Archive
HERBAL.PILLS (Product)		HERBAL PILLS		\$15.00	\$17.00	\$8.00		History Edit Archive
INTEREST (Service)				\$0.00	\$0.00	\$0.00		History Edit Archive
NO.SHOW (Service)				\$50.00	\$0.00	\$0.00		History Edit Archive
SCARCREAM (Product)		SCAR CREAM		\$10.00	\$12.50	\$2.00		History Edit Archive
VITAMIN.A.OIL (Product)		VITAMIN A OIL		\$29.99	\$32.99	\$10.00		History Edit Archive

Other options on the page will allow you to export the information to an MS Excel file (after requested, it will appear in your message center for retrieval), add new custom procedures, and view any custom procedure codes that have previously been archived.
