Removing a Patient Flag

07/24/2024 8:10 pm EDT

You can remove a flag from a patient in the patient's chart. DrChrono refers this as archiving.

1. Pull up the patient's chart by going to **Patients > Patient List** and finding the patient or look up the patient using the **Search** bar

S	ched	ule	С	inical	Patients Reports	Billing	Accour	nt Help	≹ X								Search		
0	J	ul	~	2020	PATIENT Patient List	oday	2 Refresh	🔒 Print Appts			•	Jul 19 2020 - Jul 25	₩	-		Daily	Exam Rooms		octor V
Su	Mo	о Т	'u We	Th	Consent Forms Patient Flags	Sun 7/	19 🗙	Mon 7/20) ×	Tue 7/21	×	Wed 7/22	×	Thu 7/23	×		Fri 7/24	×	Sat
28	29	3	0 1	2	Patient Groups														
5	6	7	7 8	9	- Send Email														
12	13	3 1	4 15	16	. Send Referral														

2. Go to the Flags tab and select Archive next to the flag you would like to remove.

+ Add new patier	t (Jenny (Jen) Har	ris (Female 4	1 years old Feb. 11,	1980)		HA	JE000001	
Demographics			Phone: (650) 215- Address: 1001 N Re		drchronocontent@gmai	Last Schedul	e Added: June 8, 2021 led Appt: Fri Jul 02, 2021 led Appt: Mon Jul 05, 2021			
Appointments Clinical Dashboard				nunization Schedul	e Age: 27-49	Next Schedul	ed Appt: Mon Jul 05, 2021			
Documents		Primary Provider:	James Smith							Archive
Eligibility		New Referral Fax	Demographics Print D	emographics			Vitals + Sche	dule New App	intment	
Tasks	0	Important Demograp	phics Insurances Auti	orizations Smo	king Status Flags	Balance onpatient P	Payments		7	
Problem List	4	✓ Sufficient patient der	nographics to bill insurance							
Medication List	6							Show Arch		
Send eRx		Patient Flags						SHOW Arch	ved Flags	
Allergy List	4	Туре		Description	Appointment	Date	Updated by			
Drug Interactions	0	Auto Accident				2021-07-06 15:07:58	Brendan Wilberton	🖋 Edit	Archive	
	•	Do not schedule until	balance paid			2021-07-06 15:09:22	Brendan Wilberton	/ Edit	Archive	
CQMs		Gestational Diabetes				2021-07-06 15:08:14	Brendan Wilberton	🖋 Edit	Archive	
Intake Data		Must lay down for blo	od draw			2021-07-06 15:08:46	Brendan Wilberton	/ Edit	Archive	
		No Insurance Submit				2021-07-06 15:08:40	Brendan Wilberton	/ Edit	Archive	

3. Select **OK** when asked to confirm the removal of the flag.

.drchrono.com says

Are you sure to archive this patient flag?



4. If you want to view the archived flags, select Show Archived Flags.

Important	Demographics	Insurances	Authorizations	Smoking Status F	lags Balance onpatien	t Payments		
 Sufficient 	t patient demograp	phics to bill insu	irance.					
atient Fl	ags						Show Archi	ved Flags
Туре			Description	Appointment	Date	Updated by		
Type Auto Action	ccident		Description	Appointment	Date 2021-07-06 15:07:58	Updated by Brendan Wilberton	✓ Edit	Archive
Auto Au	ccident onal Diabetes		Description	Appointment			 Edit Edit 	Archive Archive
Auto Au Gestati			Description	Appointment	2021-07-06 15:07:58	Brendan Wilberton		

5. Select **Show Active Flags** to return to the patient's active flags. If you would like to restore a flag to a patient, click **Unarchive** (optional). Click **Save Demographics** when finished.

Sufficient patient demographics to bill insurance.	Auto Accident	g Status Flags	abetes		
tient Flags					Show Active Flag
Туре	Description	Appointment	Date	Updated by	
Do not schedule until balance paid			2021-07-06 15:16:01	Brendan Wilberton	Unarchiv
Do not schedule until balance paid			2021-07-06 15:16:01	Brendan Wilberton	+
Save Demographics					