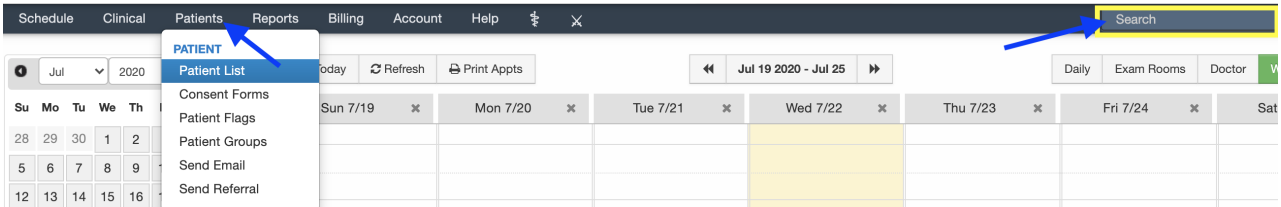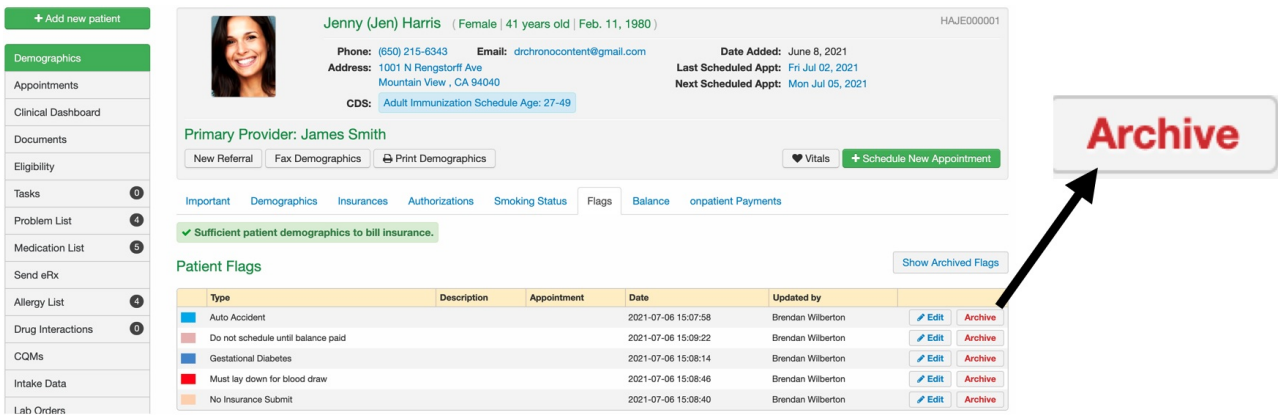# Removing a Patient Flag

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

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

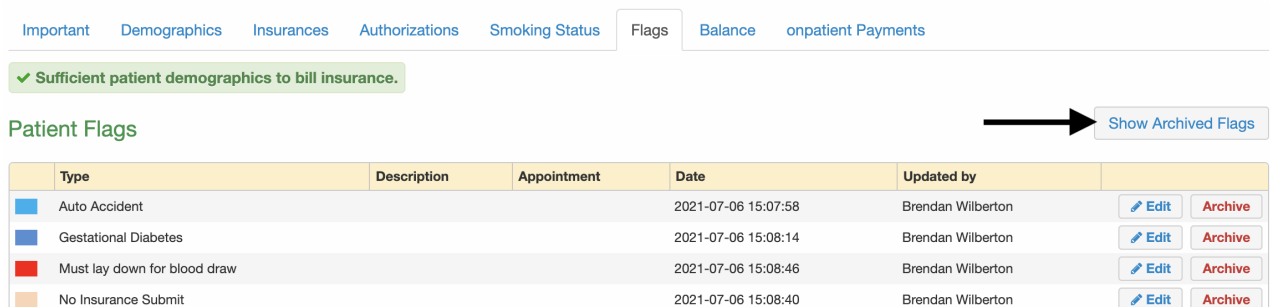3. Select **OK** when asked to confirm the removal of the flag.

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

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.

| | Important | Demographics | Insurances | Authorizations | Smoking Status | Flags | Balance | onpatient Payments |

✔ Sufficient patient demographics to bill insurance.   ⚑ Auto Accident   ⚑ Gestational Diabetes   ⚑ **Must lay down for blood draw**   ⚑ No Insurance Submit

Patient Flags

Show Active Flags

	Type	Description	Appointment	Date	Updated by	
	Do not schedule until balance paid			2021-07-06 15:16:01	Brendan Wilberton	Unarchive

+ Add Flag

Save Demographics