

Reinstating Contracts

Quick Reference Guide

NOTE: Access to the following abilities are restricted based on the user's rights set up via the Team Management page in OrthoFi.

How to Reinstate a Contract

Need help? View How to [Read the Ledger](#).

1. Locate the **Patient Responsibility** section in the **Ledger**
2. Click the **three-dot menu (⋮)** then **Reinstate Contract**

The screenshot shows the 'Patient Responsibility' section in the 'Ledger'. A green circle with the number '1' highlights the 'PATIENT RESPONSIBILITY' tab. A green circle with the number '2' highlights the three-dot menu icon next to the 'MAKE A PAYMENT' button. A green arrow points from this menu to a dropdown menu that also has a green circle with the number '2' highlighting the 'Reinstate Contract' option.

Date	Description	Amount	Balance	Status	Payment Method	Return Reason
> 06/16/2026	Contract Start	\$3,380.00	\$3,380.00			

3. Click **Edit**, then complete the required fields.
4. To view the payment schedule post-contract reinstatement, click **Preview Invoice Schedule**.
 - a. To modify the invoice schedule, view [How to Change an Invoice Date](#).
5. Once finished, click **SAVE** to reinstate the contract and implement changes.

The screenshot shows the 'Reinstate Contract - Jack Green' form. A green circle with the number '3' highlights the 'EDIT' button at the bottom of the form. A green arrow points from this button to a modal window titled 'Reinstate Contract'. The modal contains a 'PREVIEW INVOICE SCHEDULE' button and a 'SAVE' button.

Reinstate Contract - Jack Green

CURRENT CONTRACT DETAILS:

Written Off Amount:	\$2,080.00
Contract Cancelled:	Aug 14, 2026
Final Date of Service:	Aug 14, 2026
Original Production:	\$3,380.00
Patient Paid as of Today:	\$1,300.00

INSURANCE:

3P Administrators (Onalaska, WI)	
Group Name:	AOB to Patient
Group Number:	65799292636
Estimated Benefit:	\$0.00
Prior to Write Off:	\$0.00
Insurance Paid to Date:	\$0.00
Insurance Outstanding:	\$0.00

Reinstate Contract

PREVIEW INVOICE SCHEDULE

Patient Responsibility: \$2,080.00
 Remaining Payments: 15
 Monthly Payment: \$146.12
 Final Payment: \$34.32
 Interest Rate: 0.00%
 Monthly Payment Date: 10

Auto-Payment Methods on File:
 Rebecca Green
 Credit Card
 Visa 1111
 100% of the autopayment
 Rebecca Green
 Credit Card
 Visa 1111
 0% of the autopayment

Requested By:

Reason for the Adjustment Performed by:

CANCEL **SAVE**