

How to make a patient inactive

Our recommended method is to Not delete the patient and their records.
You may want this info later

so the easiest way to remove a patient from the active listing is to go into the patient file ie;

FROM THE MAIN MENU
CLICK TRANSACTIONS
DO 1500 FORM TRANSACTIONS
(or click the 1500 form icon)

Find the patient you want to make inactive
CLICK CHANGE
to the right of the name is a big YN switch for Active or Inactive
Change to N
Click Ok

The patients Ar and reconcile records are still accessible as normal but their daily claims profile is not.
You may bring a patient back to active status from the File, Patients File screen.

If you want to make inactive and purge all data, you can do this from the Utilities if you have been given permission
from the administrator of your system.