

Archiving patients Medical Director software

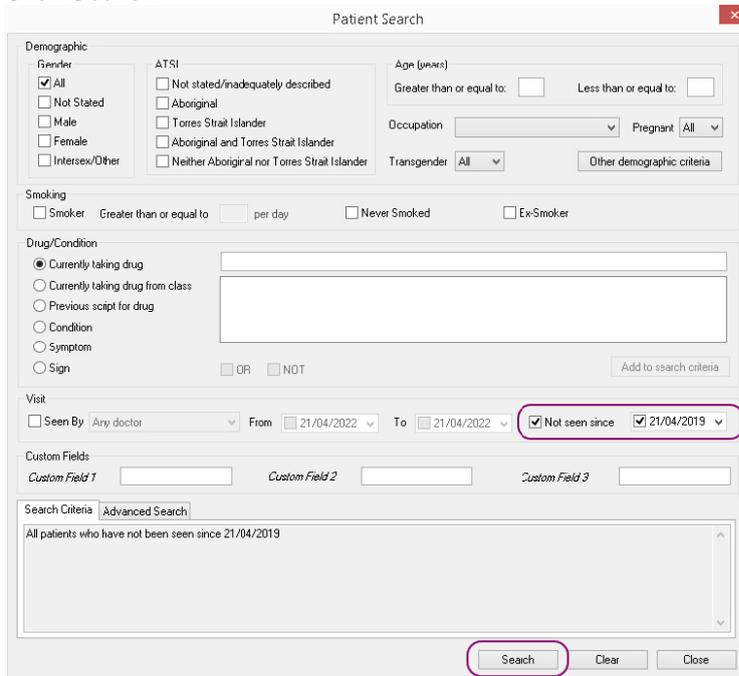
To ensure high quality data, it is essential to maintain your patient database with archiving practices designed to keep health records accurate and current.

Please note: This fact sheet is current within the software as of April 2022.

How to Inactivate Patients

How to Inactivate Patients – bulk inactivation

1. From the main screen, ensure no patient files are open, click **Search** and select **Patient**
2. Tick **Not seen since** and **insert date**
3. Click **Search**



Patient Search

Demographic

Transfer: All, Not Stated, Male, Female, Intersex/Other

ATSI: Not stated/inadequately described, Aboriginal, Torres Strait Islander, Aboriginal and Torres Strait Islander, Neither Aboriginal nor Torres Strait Islander

Age (years): Greater than or equal to: Less than or equal to:

Occupation: Pregnant: All

Transgender: All Other demographic criteria:

Smoking: Smoker, Greater than or equal to: per day, Never Smoked, Ex-Smoker

Drug/Condition: Currently taking drug, Currently taking drug from class, Previous script for drug, Condition, Symptom, Sign. OR NOT. Add to search criteria

Visit: Seen By: Any doctor, From: 21/04/2022, To: 21/04/2022, Not seen since: 21/04/2019

Custom Fields: Custom Field 1, Custom Field 2, Custom Field 3

Search Criteria: Advanced Search

All patients who have not been seen since 21/04/2019

Search Clear Close

4. Select **Inactivate Patients** (this will inactivate all the patients listed)

All patients who have not been seen since 21/04/2019

Number of patients: 13

Setup search criteria

Surname	First name	Address	Preferred Address	D.O.B.	Gender	Transgender
Hungerford	Isabella	1 Struggle Street, Dalwallinu WA 6609	Residential	05/10/1980	F	N
Curtin	Elizabeth	46 Woodlands Ave, Chester Hill NSW...	Residential	18/08/1976	F	N
Curtin	Hudson	57 Woodlands Ave, Chester Hill NSW...	Residential	05/05/1976	M	N
Curtin	Brianna	46 Woodlands Ave, Chester Hill NSW...	Residential	20/05/1998	F	N
Curtin	Jake	46 Woodlands Ave, Chester Hill NSW...	Residential	27/06/1999	M	N
Curtin	Laura	87 Chapman Ave, Gumang NSW 2787	Residential	05/03/1937	F	N
Booty	Luke	38 Black Range Rd, Greendale NSW...	Residential	28/11/1940	M	N
Holdsworth	Charli	58 Walter Cres, Durras North NSW 25...	Residential	02/07/1986	F	N
Lesina	Leo	18 Farrell St, Trevilga NSW 2869	Residential	04/05/1949	M	N
Hughes	Darcy	66 Amiens Rd, Aarons Pass NSW 2850	Residential	23/04/1949	M	N
Cobbett	Lilly	88 Colton Ct, Cascade NSW 2453	Residential	06/10/1980	F	N
Howitt	Dominic	88 Colton Ct, Cascade NSW 2453	Residential	23/12/2012	M	N
Harding	Frank	79 Kent Avenue, Croyden VIC 3136	Residential	04/10/1949	M	N

Inactivate Patients Open Add Recall Save Print Labels Mail merge Close

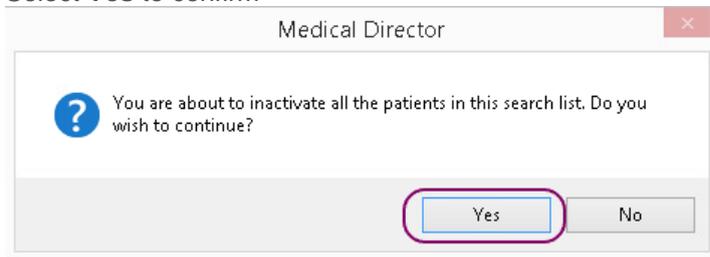
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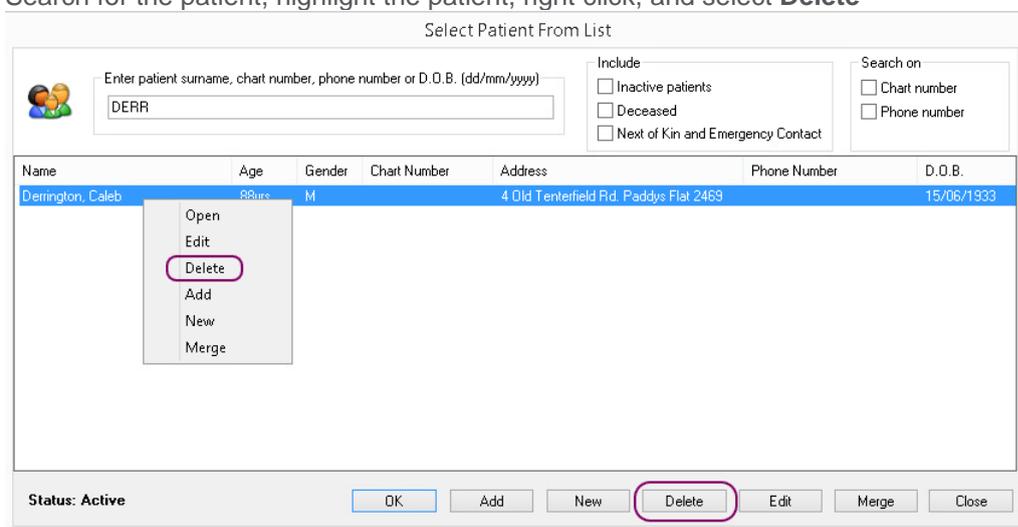
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5. Select **Yes** to confirm



How to inactivate patients individually

1. Select **File**, then **Open patient**
2. Search for the patient, highlight the patient, right click, and select **Delete**



3. Select **Mark as Inactive** (note: this list will not be permanently deleted)

