



Fact Sheet V1 / April 2022

## Reactivating patients Best Practice 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 activate inactivate patients

### How to view Inactive Patients

2.

1. From the main screen, select File and select Open patient from the dropdown

Tick Show inactive patients, then start entering patient name							
R	Open patient						
	Search for:	A	● Name/DOB	O Medicare No.	O Record N		

# Image: Name Age Address D.O.B. Record No.

### How to activate inactivate patients

1. Find inactive patient as seen above, highlight the patient, right click, and select View details

R	Open patient						
	Search for:	B Show inactive	Name/DOB     patients     Show deceased patients	O Medicare No. atients	O Record No.		
Name		Age	Address	D.O.B.	Record No.	^	
Berger, Karolina Booty, Luke Brennan, Rory Brewer, Seppo		45 yrs 81 yrs 47 yrs 45 yrs	2 Graheme Gr, Benowa, 4217 38 Black Range Road, Greendale. 2546 15 Joel St, Borroloola. 0854 5 Larry Dv, Paraburdoo. 6754	28/02/1977 28/11/1940 17/08/1974 22/07/1976			
Browne, Charles Bryant, Antonio		Open record View details Add new pati Add to family		27/12/2012 30/03/1933			

### 2. Untick Inactive and Save

Religion:			SMS: Not Enabled		
Head of family:	Self	Set	Best Health App: Not Enrolled		
Next of kin:		Set	Inactive	Deceased	
Emergency contact:		Set	Registered for CTG PBS	6 Co-payment relief	
Occupation:		Set	Verified: Not yet verified		
Health Care Home:	Nil 🗸 🗌 14/04	/2022 ¥ HCH	Medicare/DVA	Concession	
eScript Token:	~		Date of death:		
			□ 14/04/2022 ∨	Cause	
Last Updated By:	ast Updated By: Terrance Walker		Referral details	Bank account	
Last Updated On:	25/05/2020 10:22:35 AM		Save	Cancel	

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