

# Reactivating patients

## Best Practice software

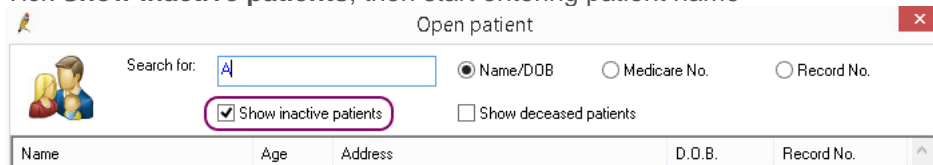
To ensure high quality data, it is essential to maintain your patient database with archiving practices designed to keep health records accurate and current.

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

### How to activate/inactivate patients

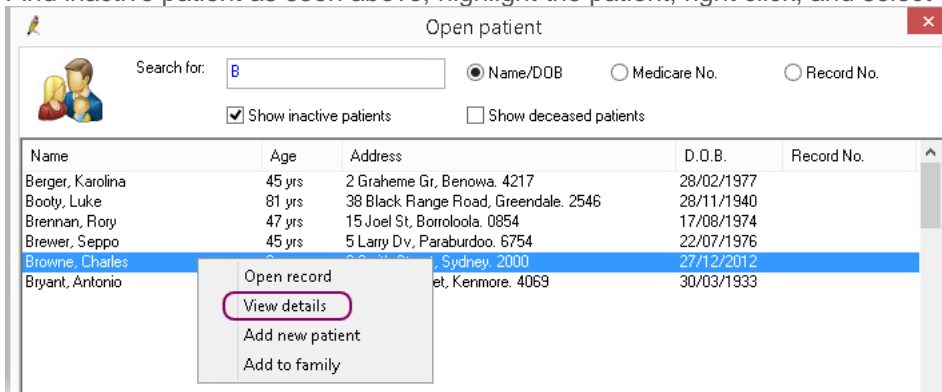
#### How to view Inactive Patients

1. From the main screen, select **File** and select **Open patient** from the dropdown
2. Tick **Show inactive patients**, then start entering patient name



#### How to activate/inactivate patients

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



Name	Age	Address	D.O.B.	Record No.
Berger, Karolina	45 yrs	2 Graheme Gr, Benowa. 4217	28/02/1977	
Booty, Luke	81 yrs	38 Black Range Road, Greendale. 2546	28/11/1940	
Brennan, Rory	47 yrs	15 Joel St, Borroloola. 0854	17/08/1974	
Brewer, Seppo	45 yrs	5 Larry Dv, Paraburadoo. 6754	22/07/1976	
Browne, Charles		Sydney. 2000	27/12/2012	
Bryant, Antonio		et, Kenmore. 4069	30/03/1933	

2. Untick **Inactive** and **Save**

