

# Reactivating 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 activate inactive patients

#### How to view Inactive Patients

1. From the main screen, select **Open**
2. Tick **Include inactive patients**, then start entering patient name

Select Patient From List

Enter patient surname, chart number, phone number or D.O.B. (dd/mm/yyyy)

Include

- Inactive patients
- Deceased
- Next of Kin and Emergency Contact

Search on

- Chart number
- Phone number

Name	Age	Gender	Chart Number	Address	Phone Number	D.O.B.

#### How to activate inactive patients

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

Select Patient From List

Enter patient surname, chart number, phone number or D.O.B. (dd/mm/yyyy)

Include

- Inactive patients
- Deceased
- Next of Kin and Emergency Contact

Search on

- Chart number
- Phone number

Name	Age	Gender	Chart Number	Address	Phone Number	D.O.B.
Derrington, Caleb		M		4 Old Tenterfield Rd. Paddys Flat 2469		15/06/1933

Open

Edit

Delete

Add

New

Merge

2. Select **Mark Active**

Inactive Patient

*i* You are about to open following inactive patient:

Mr Luke Booty (DOB: 28/11/1940)

Do you want to mark the patient as active?

Mark Active

Keep Inactive