

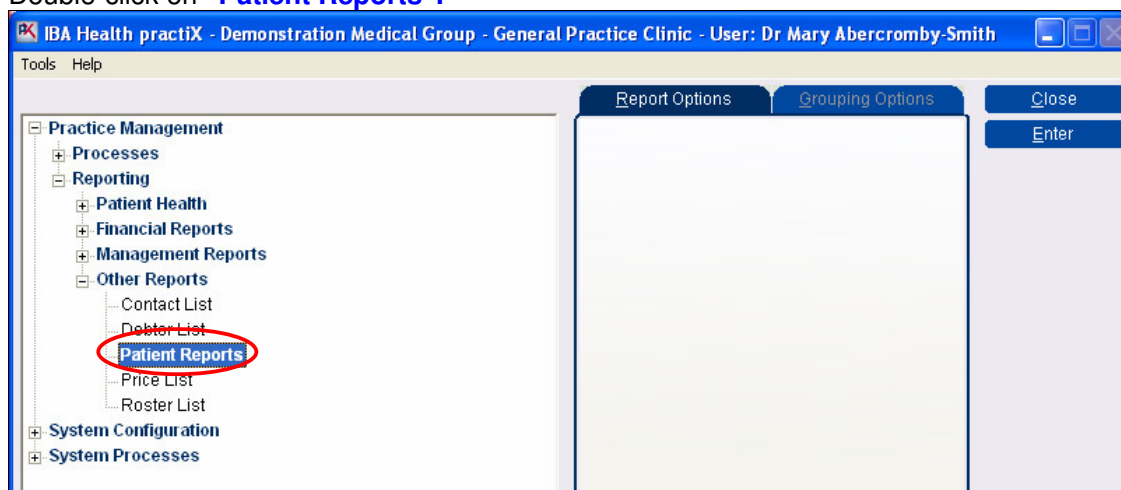
## PractiX - How to bulk archive, inactivate or decessate patients.

This feature in PractiX allows practices to archive a large number of patients in one hit.

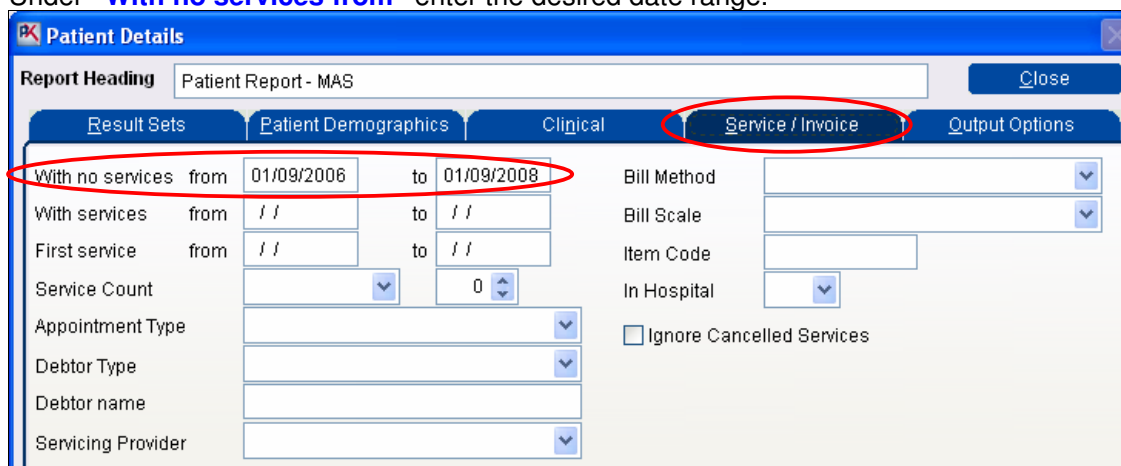
**Please Note:** that unlike in the other programmes, once you click on “inactivate”, there will be no confirmation box. All patients you have selected will be bulk archived. You can activate them again, but only individually.

Follow the instructions below in inactivate patients.

1. Click on “**Administration**”.
2. Double-click on “**Patient Reports**”.



3. Click on the “**Service / Invoice**” tab.
4. Under “**With no services from**” enter the desired date range.



5. Click on the “**Output Options**” tab and tick “**change patients to inactive**”. You may also want to consider ticking some of the “**types of output required**”, before clicking the “**Process**” button.

**Note that there will be no confirmation button.** Your patients will be inactivated. Activate the patients again requires individual activation.

## PractiX - How to bulk archive, inactivate or decease patients.

The screenshot shows the 'Patient Details' window with the 'Output Options' tab selected. The 'Report Heading' is 'Patient Report - MAS'. The 'Output Options' tab contains several sections:

- Please tick the types of output required.**
  - Patient count to screen
  - Patient List (Basic Information)
  - Patient List (Extended Information)
  - Patient List (Condensed Information)
  - Output to Excel spreadsheet format (.XLS)  
Enter output file name below:
  - Output data to Mail Merge database (.CSV)  
Enter output file name below:
  - Print Patient Address Labels
  - Save Result Set for later use
- Processing Options**
  - Limit processing to patients who have given consent
  - Exclude deceased patients from processing
  - Exclude in-active patients from processing
  - Print UR Number for site
- Update Options**
  - Change patient's classification to:
  - Change patient's to inactive
  - Change patient's privacy consent status to:

A large blue 'Process' button is at the bottom right. A red circle highlights the 'Change patient's to inactive' checkbox. A red circle also highlights the 'Output Options' tab. At the bottom left, a red text note says: 'Please use the Tab key to move between fields.'

### How to make a patient inactive

Perform the patient search from the reception area. Tick the inactive box. Save.

The screenshot shows the 'Patient Details' window for a patient with Patient No. 1, Surname Montgomery, and Classification Post Operative. The 'In-active' checkbox is circled in red. Other fields include File Number, Home Site (This Site), and Ethnicity (Torres Strait Islander). There is a red 'OUTSTANDING BALANCE' warning. Buttons for 'OK', 'Cancel', and 'Enquiry' are visible.

### How to retrieve Inactive patients

In patient search window, tick *Include in-active and deceased patients*

The screenshot shows the 'Find Patient' window. The search criteria are 'Name' for [redacted]. The search region is 'All Regions/Sites'. The checkbox 'Include in-active and deceased patients' is checked and circled in red. Buttons for 'Close', 'Search', 'Try Again', and 'Select' are visible.

### How to decease patients and how to view them

- Perform the patient search and enter deceased date on individual patient's file (half way down on left hand side)
- View by ticking *Include Inactive and Deceased patients* in Search window.

This document has been created by SEA-GP (Brisbane) using screen shots and content from the Practix Program.

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