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

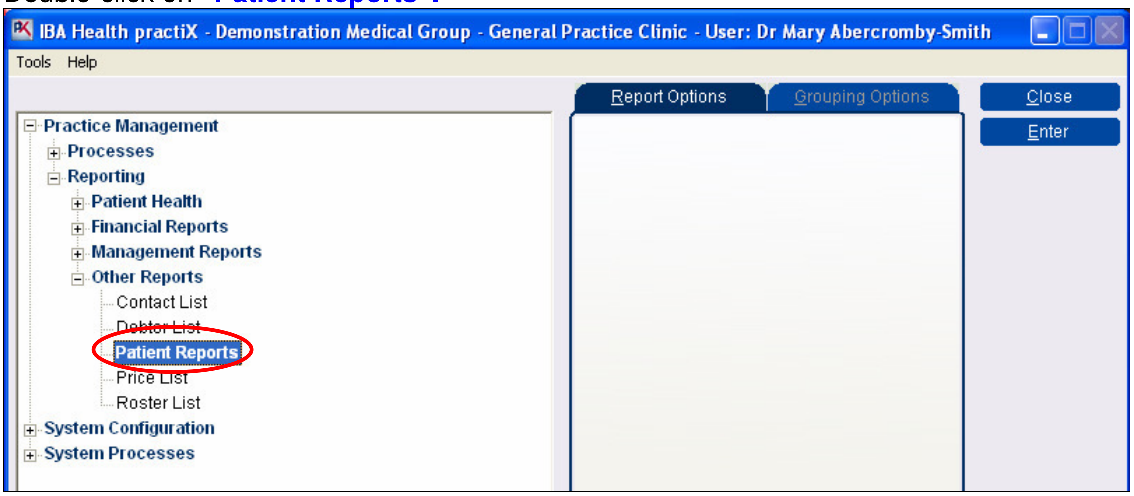
This feature in PractiX allows practices to archive a large number of patients in one hit.

> **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.

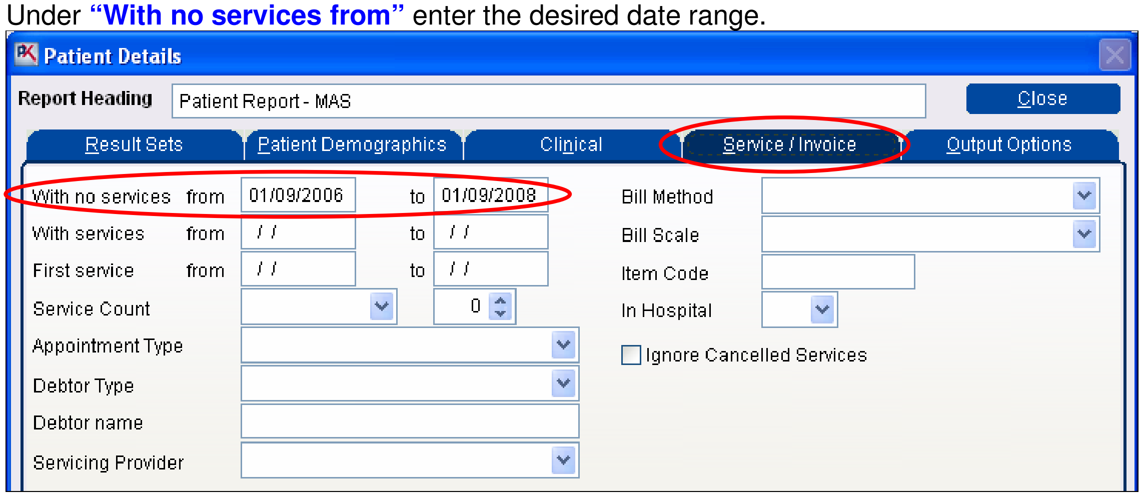
1. Click on **"Administration".**

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.

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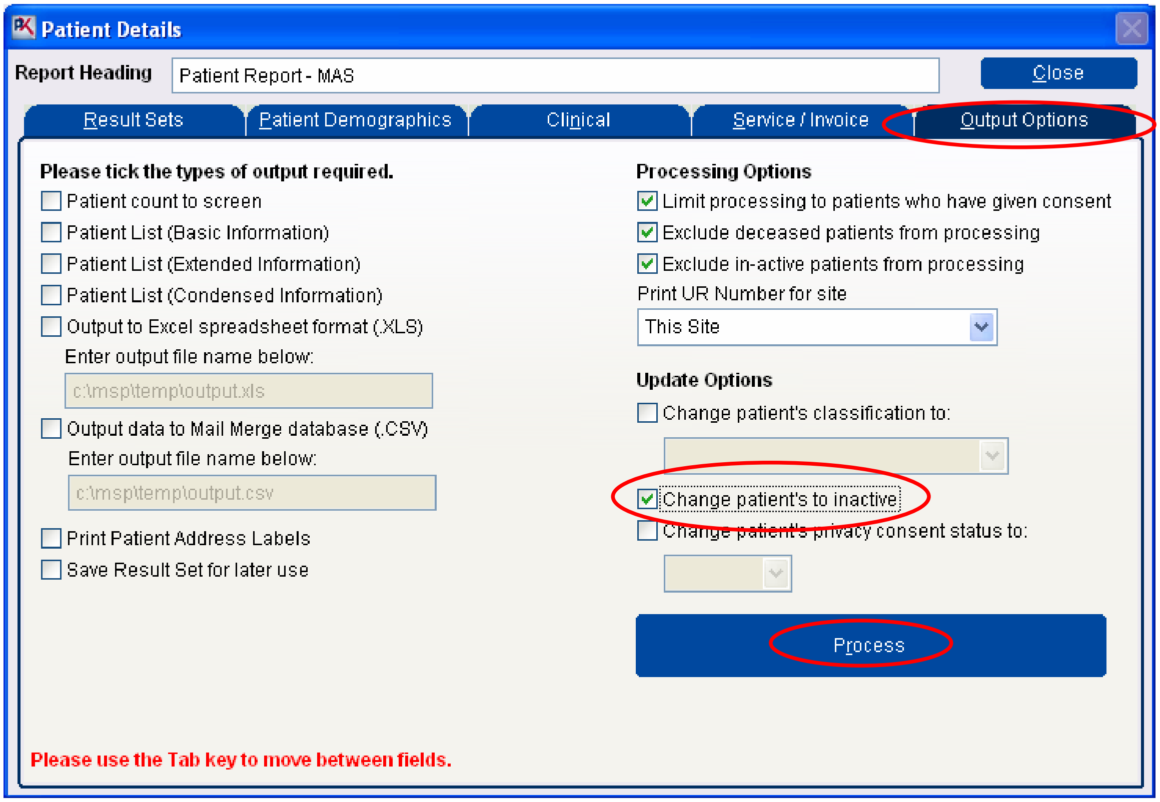
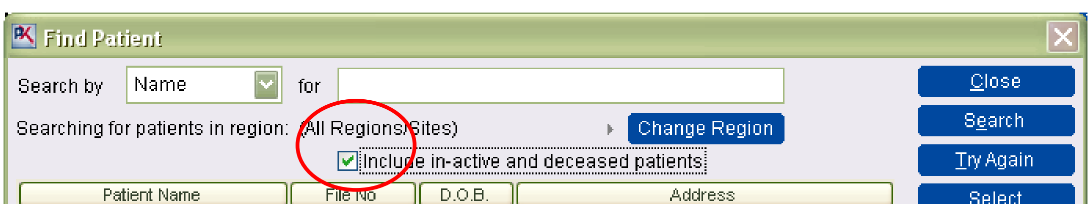


How to make a patient inactive

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

How to retrieve Inactive patients

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



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.