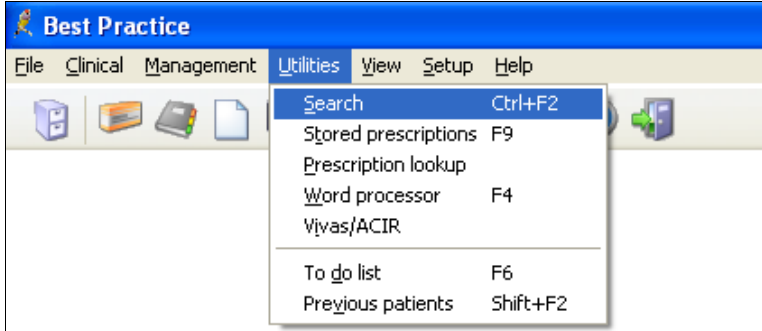


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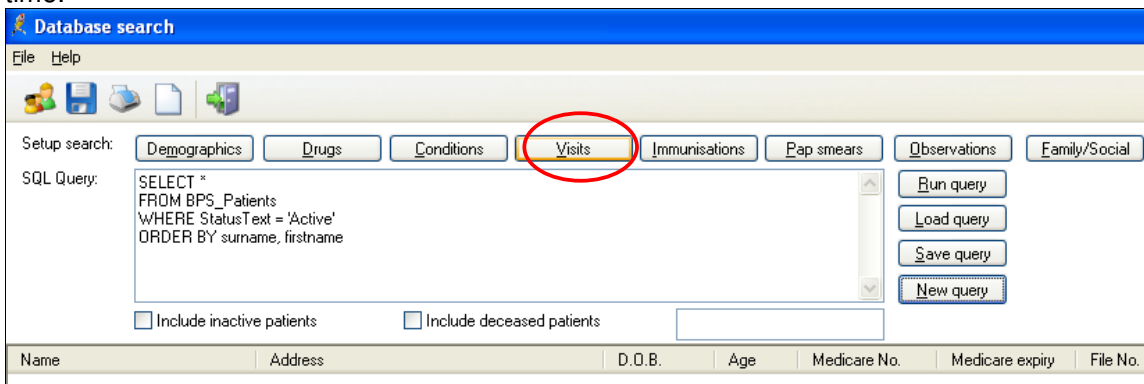
Best Practice allows practices to archive a large number of patients in one hit (patients not seen for x years).

Follow the instructions below to Archive Patients.

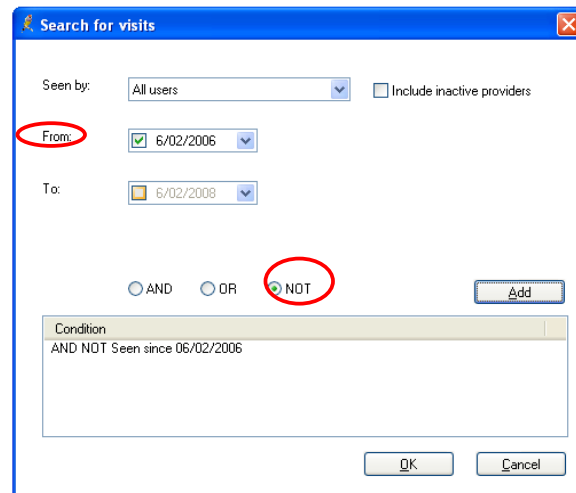
1. Click on **“Utilities” – “Search”**



2. The screen below will appear.
Click on **“Visits”** if you want to archive patients who have not been seen for a certain period of time.

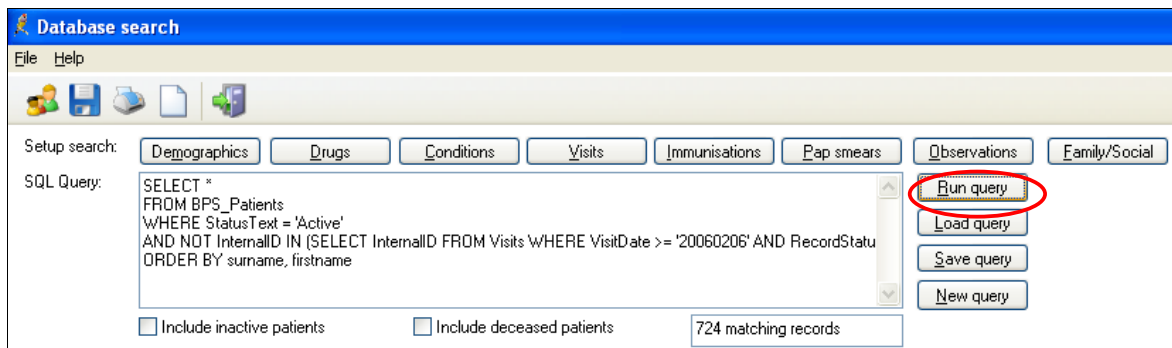


3. The screen below will appear.
 - Select **“From”** field and enter your **“Date”** to produce a list of patients not seen from date period agreed by the Practice. (eg 3 years from today's date).
 - Select **“Not”** (meaning patients not seen)
 - Click **“Add”**
 - Click **“Ok”**

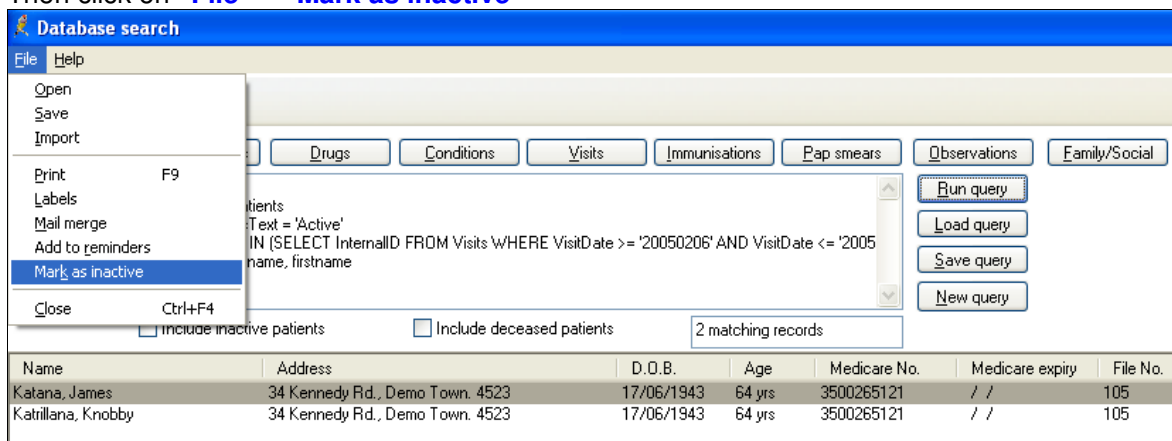


4. Click on **“Run query”**

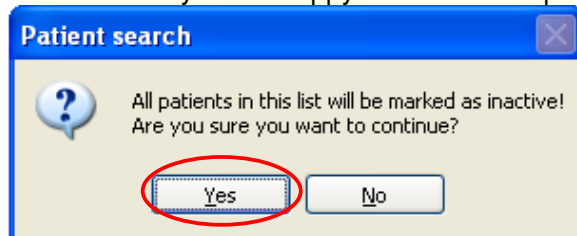
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5. The records matching your query will appear.
Please Note: Highlight all records that you wish to mark as inactive.
Then click on **“File”** – **“Mark as inactive”**



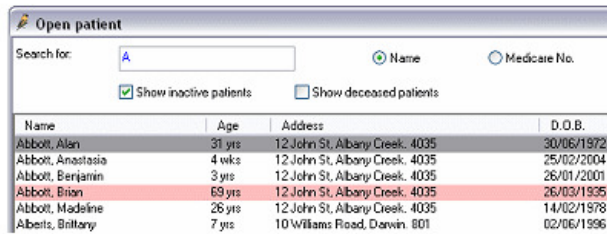
6. A confirmation box will appear
Click **“Yes”** if you are happy to mark all the patients in the list as inactive.



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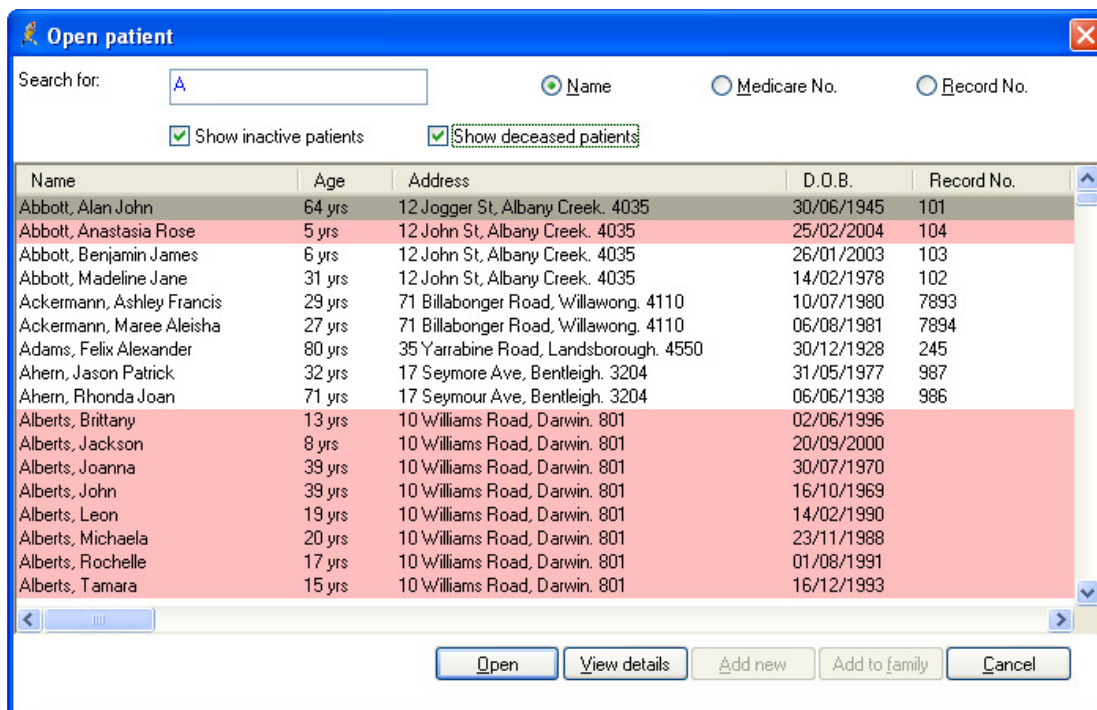
Show inactive patients

Inactive patients can be included in the search list by selecting the 'Show inactive patients' checkbox. Inactive patients which match the current search information will be included in the list with their names highlighted in red.



Name	Age	Address	D.O.B.
Abbott, Alan	31 yrs	12 John St, Albany Creek, 4035	30/06/1972
Abbott, Anastasia	4 wks	12 John St, Albany Creek, 4035	25/02/2004
Abbott, Benjamin	3 yrs	12 John St, Albany Creek, 4035	26/01/2001
Abbott, Brian	69 yrs	12 John St, Albany Creek, 4035	26/03/1935
Abbott, Madeline	26 yrs	12 John St, Albany Creek, 4035	14/02/1978
Alberts, Brittany	7 yrs	10 Williams Road, Darwin, 801	02/06/1996

To **activate** an Inactive **patient**, you will need to open the patient's record and unselect the 'Inactive' checkbox from the **Edit Patient** screen.



Name	Age	Address	D.O.B.	Record No.
Abbott, Alan John	64 yrs	12 Jogger St, Albany Creek, 4035	30/06/1945	101
Abbott, Anastasia Rose	5 yrs	12 John St, Albany Creek, 4035	25/02/2004	104
Abbott, Benjamin James	6 yrs	12 John St, Albany Creek, 4035	26/01/2003	103
Abbott, Madeline Jane	31 yrs	12 John St, Albany Creek, 4035	14/02/1978	102
Ackermann, Ashley Francis	29 yrs	71 Billabonger Road, Willawong, 4110	10/07/1980	7893
Ackermann, Maree Aleisha	27 yrs	71 Billabonger Road, Willawong, 4110	06/08/1981	7894
Adams, Felix Alexander	80 yrs	35 Yarrabine Road, Landsborough, 4550	30/12/1928	245
Ahern, Jason Patrick	32 yrs	17 Seymore Ave, Bentleigh, 3204	31/05/1977	987
Ahern, Rhonda Joan	71 yrs	17 Seymour Ave, Bentleigh, 3204	06/06/1938	986
Alberts, Brittany	13 yrs	10 Williams Road, Darwin, 801	02/06/1996	
Alberts, Jackson	8 yrs	10 Williams Road, Darwin, 801	20/09/2000	
Alberts, Joanna	39 yrs	10 Williams Road, Darwin, 801	30/07/1970	
Alberts, John	39 yrs	10 Williams Road, Darwin, 801	16/10/1969	
Alberts, Leon	19 yrs	10 Williams Road, Darwin, 801	14/02/1990	
Alberts, Michaela	20 yrs	10 Williams Road, Darwin, 801	23/11/1988	
Alberts, Rochelle	17 yrs	10 Williams Road, Darwin, 801	01/08/1991	
Alberts, Tamara	15 yrs	10 Williams Road, Darwin, 801	16/12/1993	

Grey = Deceased

Pink = Inactive

Click on View Details to Edit patient – mark as active if appropriate.

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Edit patient

Title:	Mast.	Medicare No.:	4133180467	Line No.:	3
Surname:	Abbott	Medicare expiry:	12/08		
First name:	Benjamin	Pension/HCC No.:		Expiry:	30/7/2009
Middle name:	James	Pension card type:			
Preferred name:	Benjamin	DVA No.:			Conditions
Date of Birth:	26/1/2003	Age:	6 yrs	Safety Net No.:	
Sex:		Record No.:	103	Usual doctor:	Dr. Frederick Findacure
ATSI:		Deny access to other users:	<input type="checkbox"/>	Usual account:	Schedule fee
Address Line 1:	12 John St	Usual account:	Schedule fee	Health Ins. Fund:	Medihealthy
Address Line 2:		Health Ins. No.:	123123123	Religion:	Baptist
City/Suburb:	Albany Creek	Postcode:	4035	Head of family:	Alan Abbott
Home phone:	07 50505050	Work phone:		Next of kin:	Alan Abbott
Mobile phone:					
E-mail:					
General notes:					
Appointment notes:					

Inactive Deceased

Date of death: 30/7/2009 Cause

Save Cancel

Inactive checkbox. Tick this option if the patient is no longer a regular patient and you would like their name to be removed from the general patient list. **Inactive** patient files can still be accessed using the Show **inactive** patients checkbox when selecting a patient.

Deceased checkbox. Tick this option for deceased patients. The date of death field will be enabled. Date of death can be entered by clicking on the date box and selecting the date from the drop down calendar.

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

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