

Medical Director V2 – Set Patients with no clinical data to inactive

This option searches the Medical Director database and marks as inactive any patients who have no clinical information in their record. No patient record is deleted in this process.

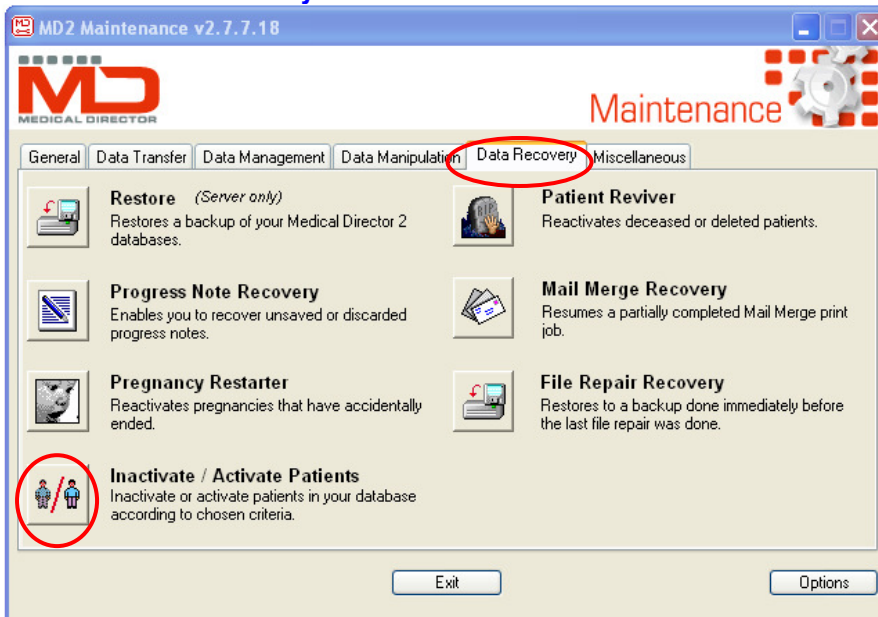
How to do it:

1. Ensure that Medical Director is not running anywhere on the network and **back up your current data** before running this utility.

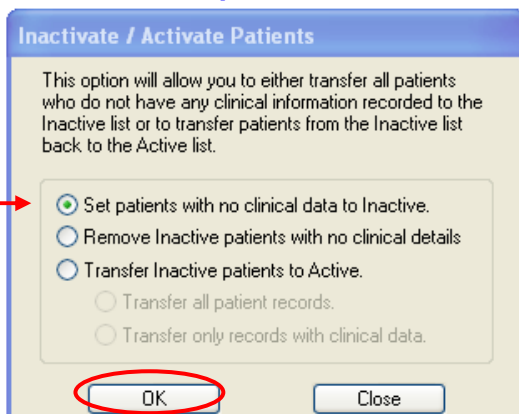
2. Open **MD2 Maintenance**.



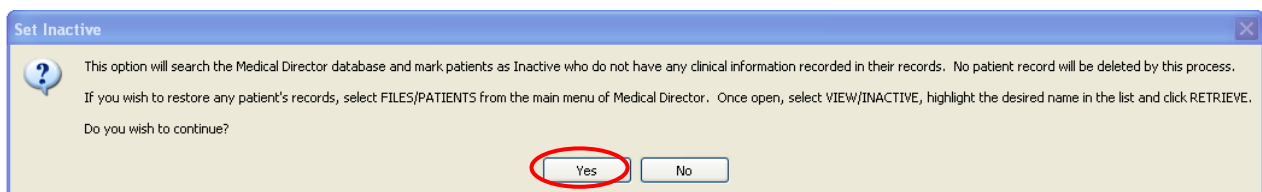
3. Click the **Data Recovery** Tab. Click the **Inactivate/Activate Patients** button.



4. Click on the **Set patients with no clinical data to Inactive** button. And then click **OK**.



NB: Deceased patients with no clinical data will also be moved to inactive.



Note: Utilise Medical Director Help Menu to search further information.
Help → Index → Search → Type - 'Using Inactive / Active Patients' → Display.

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

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