

Medical Director V2 – Mark patient records as deceased

The patient database must be up to date by decessing patients as appropriate. In this way you will not be sending letters to deceased patients. Also for the accuracy of data (such as disease registers) you don't want deceased patients included¹.

Please Note:

- Delete old recalls prior to marking patients as deceased. Remove "outstanding actions" if not part of the recall system being used.

"Deceasing" patients

1. From the Main Screen, call up the identified patient required to be marked as deceased (F2).

Click on the **Delete** button.

Name	Age	Record No.	Address	D.O.B.
Anderson, David	54 yrs	345	61 Wallace St, Melbourne. 3000	04/01/1955

2. The "Delete patient" box will appear. Click on the **Mark as deceased** button.

3. The "Deceased patient" box will appear. Type in the **Date of death** (if known) and click **OK**. The patient record will be removed from the list.

You are about to mark
David Anderson
as deceased.

Please make certain that this is the correct patient, as deceased patients cannot be re-activated!

Date of death: / /

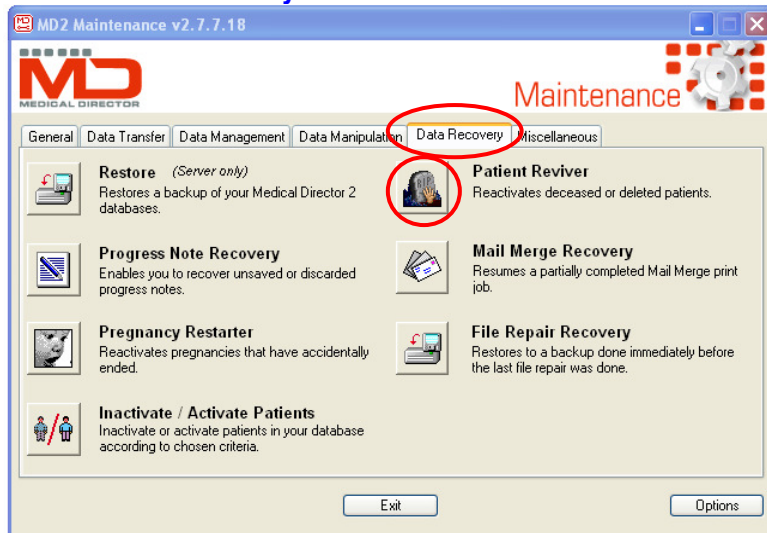
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Patient Reviver

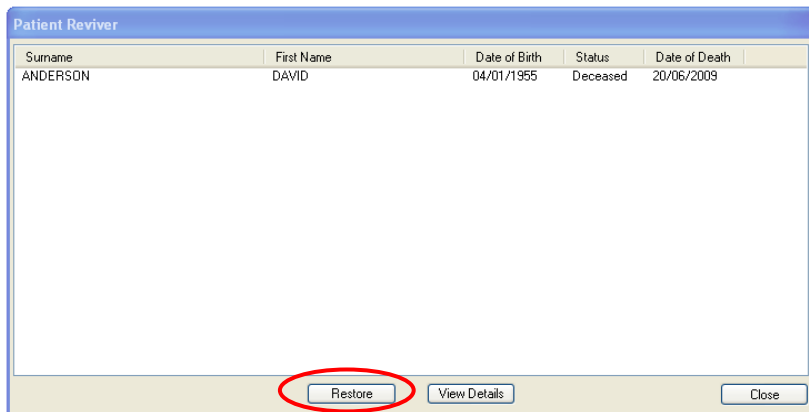
The Patient Reviver Utility allows you to view and reactivate deceased or deleted patients.

1. Open **MD2 Maintenance**.

Select **Data Recovery** tab and click on **Patient Reviver**.



2. The “Patient Reviver” window displays a list of all the patients who have been marked as Deceased or Permanently Deleted.



3. **Select the required patient** you wish to revive.
 - Click the **View Details** button to view further demographic information about the selected record to confirm that this is the correct patient.
4. When satisfied that the correct patient is selected, click the **Restore** button. The patient record is restored to active status.
5. Click the **Close** button to exit “Patient Reviver”.

Note: Utilise Medical Director Help Menu to search further information.

Help → Index → Search → Type - ‘Deleting a Patient’ &/or “Using Patient Reviver → Display.

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

Disclaimer: Whilst every effort is made to ensure accuracy, SEA-GP (Brisbane) does not accept any liability for any injury, loss or damage incurred by or reliance on the information contained within this information sheet.

¹ Medical Director – “Clean up your act!! – A guide to recording accurate information and “cleaning up” those areas of past neglect. Noel Stewart, North East Valley Division of General Practice (April 2008)