

Medical Director V3 – Set Patients with no clinical data to inactive

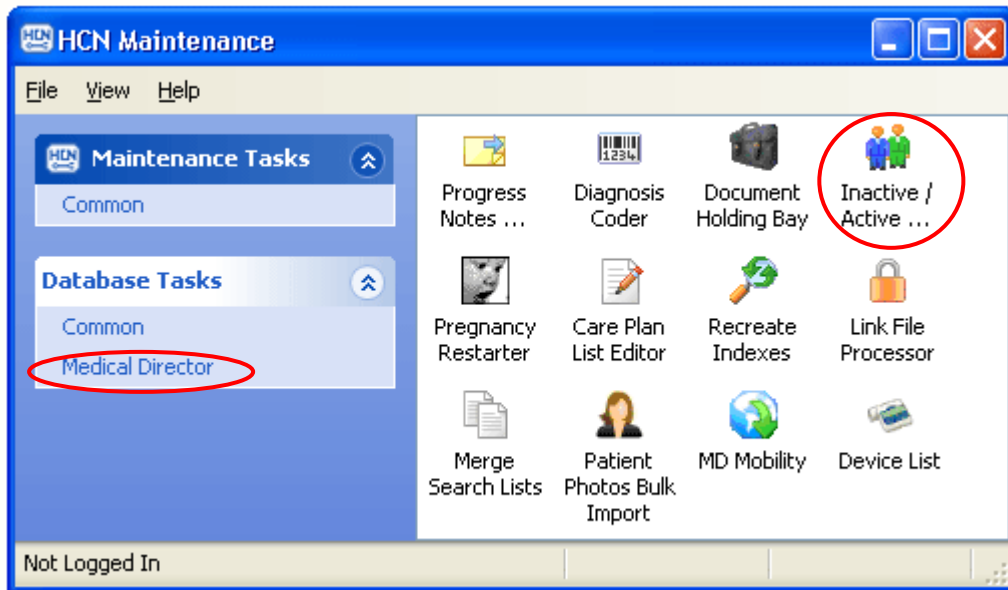
This option searches the Medical Director database and marks as inactive any patients who have no clinical information in their record. No patient record is deleted in this process.

How to do it:

1. Close Medical Director and **Open HCN Maintenance** from your desktop.



2. The 'HCN Maintenance' window will appear.
Select **Medical Director** from the Database Tasks menu.
Double click on **Inactive / Active Patients** icon.



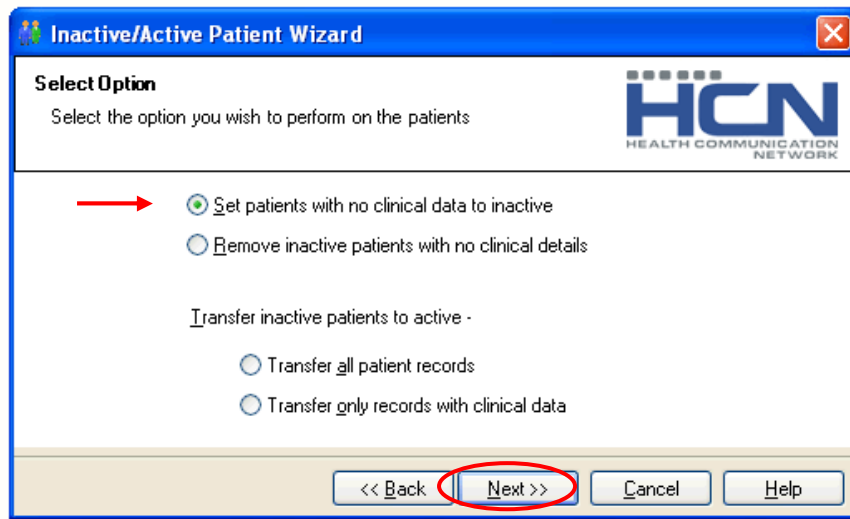
If this is the first time you have tried to run the Inactive / Active Patient Wizard during this session of working in HCN Maintenance, you will be prompted to select a Configuration, and enter your Username and Password.

3. The **Inactive / Activate Patient Wizard** appears.
Click the **Next** button to commence.

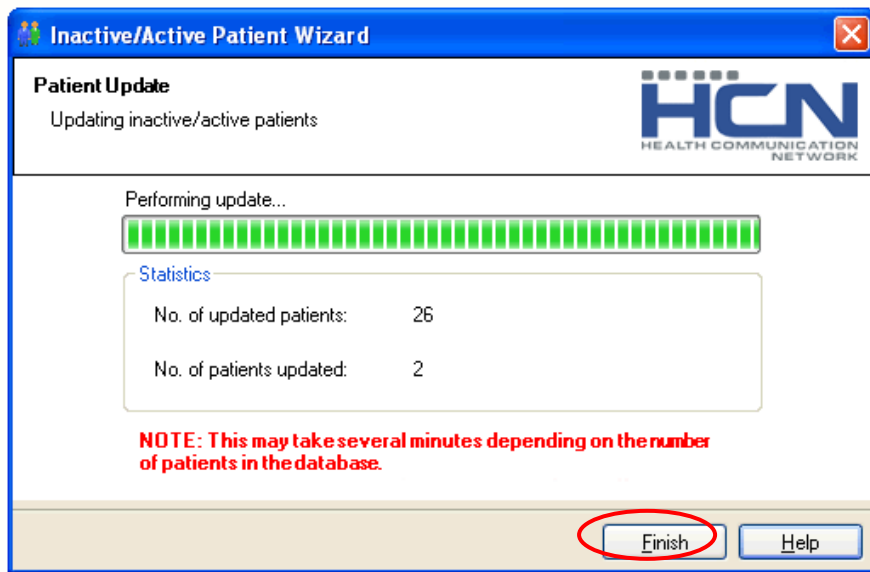


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- Click on the **Set patients with no clinical data to inactive** button.
Select the **Next** button to proceed.



- The updating begins.



- You will be prompted when the process has been completed. Select **Finish** to exit.

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

Help → Medical Director → Search → Type 'Patient Gender Update' → 'Display' → Select 'Patients Manager'

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

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