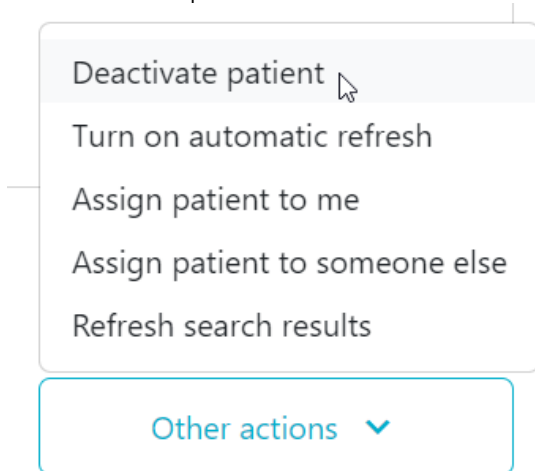


How to deactivate a patient

You may want to remove a patient from the active patient list by changing the status to "STP"

To do that, do the following:

1. Open the patient you would like to deactivate. This can be done from the patient list or from a search results by clicking on the patient id.
2. Scroll to the bottom and click "other actions"
3. Click on "Deactivate patient"



4. You will then be asked to select the reason for the deactivation. Select a value and click "Deactivate patient"

A screenshot of a dialog box titled 'Reason for deactivation'. It features a close button (X) in the top right corner. Below the title is a label 'Reason' followed by a dropdown menu. At the bottom of the dialog is a large blue button labeled 'Deactivate patient'.