

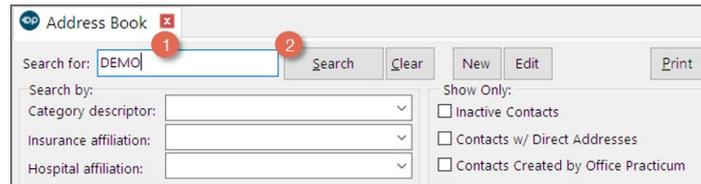
# Delete an Address Book Entry

Last Modified on 10/23/2023 1:37 pm EDT

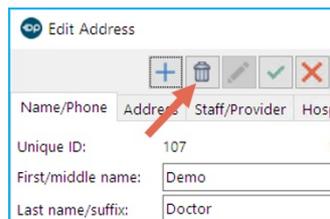
Version 21.1

**Path: Clinical or Practice Management tab > Address Book button**

1. Navigate to the Address Book by following the path above.
2. Enter the name of the specified record in the Search for field and click on **Search**.



3. Once you are able to locate the record, click on it to highlight it.
4. Click the  edit button.
5. Click the trashcan button at the top of the screen to delete it.



6. The system prompts you to confirm as follows **Delete Record?**. Click the **OK** button to delete the entry.

**Note:** You can't delete address book entries that are attached to other records in OP, like patient charts. **Inactivate** them instead.

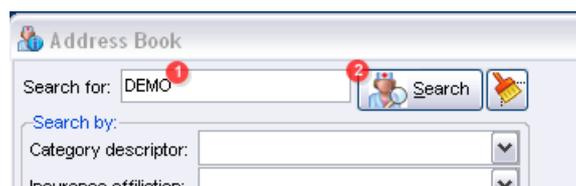


**For example:** Let's say Dr. A the pediatric cardiologist passes away, and his practice closes. But Dr. A is present in many of your patients' Continuity of Care records. Instead, you can inactivate Dr. A by editing his entry and unclicking the Active checkbox. This drops Dr. A out of your current active Address book while preserving the attachment of patients to his Address book entry.

Version 14.19

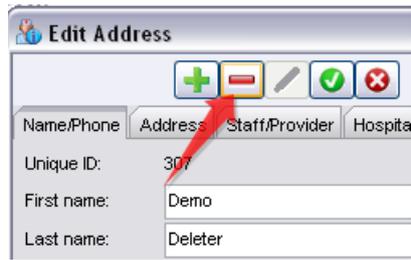
**Path: Clinical or Practice Management tab > Address Book button**

1. Navigate to the Address Book by following the path above.
2. Enter the name of the specified record in the Lookup field and click on **Search**.



3. Once you are able to locate the record, click on it to highlight it.
4. Click the  edit button.

5. Click the (-) minus button at the top of the screen to delete it.



6. The system prompts you to confirm as follows **Delete Record?**. Click the **OK** button to delete the entry.