

Database Cleanup: Register (Patient Status)

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Version 20.13

Path: Admin tab > Archive Records button > Database Cleanup tab > Register tab

About

The Register tab of Database Cleanup updates the patient's status in their chart to 'Inactive' by patient age or by the date of their last visit.

🐵 Archive Medical Records				×
Daily	Database Cleanup	Vhy Archive Records		
Scann	ed Items Referral Lette	rs Diagnostic Tests	Register	$\langle \rangle$
•	Inactivate any patient Inactivate any patient a sick or well visit in th	older than age: who hasn't had e past x months:	0 Vears 0 Months Set Inactive	

Set Register Update Criteria

- 1. Navigate to the Register tab of Database Cleanup by following the path above.
- 2. Select one of the following radio buttons and select the corresponding Years/Months to update patient statuses to Inactive:
 - Inactivate any patient older than age: Use the drop-down or enter the numeric value of Years.
 - Inactivate any patient who hasn't had a sick or well visit in the past x months: Use the drop-down or enter the numeric value of Months.
- 3. Click the Set Inactive button when ready to proceed.
- 4. Once complete a dialog box displays informing that the Patient records have been inactivated. Click OK.

