

## **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.

🕺 Address Book 🗵					
Search for: DEMO	<u>S</u> earch	<u>C</u> lear	New	Edit	Print
Search by:			Show On	ly:	
Category descriptor:		~	Inactive	Contacts	
Insurance affiliation:		~	Contact	ts w/ Direct Ac	Idresses
Hospital affiliation:		~	Contact	ts Created by	Office Practicum

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

😳 Edit Address							
	Summed	+	Û	1	~	×	
Name/Phone	Add	rer s	Sta	ff/Pro	vider	Hosp	
Unique ID:		107				C	
First/middle name:		Der	Demo				
Last name/suffix:		Do	Doctor				

6. The system prompts you to confirm as followsDelete 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 chartsInactivate 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.

指 Edit Address					
+_/00					
Name/Phone Ac	ddress/Staff/Provider Hospita				
Unique ID:	307				
First name:	Demo				
Last name:	Deleter				

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

