

Important Content Update Message

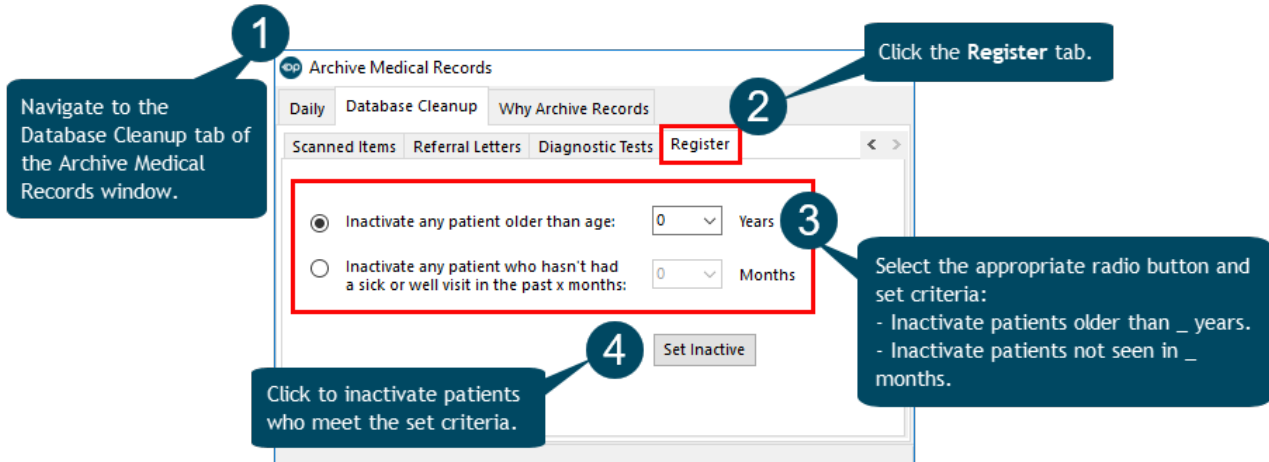
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

OP Patient Portal Data Integrity: Inactivate Patients- Resource Diagram

Last Modified on 11/18/2019 3:37 pm EST

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

In order to maintain a valid active patient list, patients who have either aged out of the practice or have not been seen in a specific time frame should be inactivated.



1. Navigate to the Database Cleanup tab of the Archive Medical Records window.

2. Click the Register tab.

3. Select the appropriate radio button and set criteria:
- Inactivate patients older than _ years.
- Inactivate patients not seen in _ months.

4. Click to inactivate patients who meet the set criteria.

The screenshot shows the 'Archive Medical Records' window with tabs for 'Daily', 'Database Cleanup', and 'Why Archive Records'. Under 'Database Cleanup', there are sub-tabs for 'Scanned Items', 'Referral Letters', 'Diagnostic Tests', and 'Register'. The 'Register' tab is selected and highlighted with a red box. Below the tabs, there are two radio button options: 'Inactivate any patient older than age: 0 Years' (selected) and 'Inactivate any patient who hasn't had a sick or well visit in the past x months: 0 Months'. A 'Set Inactive' button is located at the bottom right of the form area.