Database Cleanup: Register (Patient Status)

Last Modified on 12/13/2021 2:30 pm EST

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.
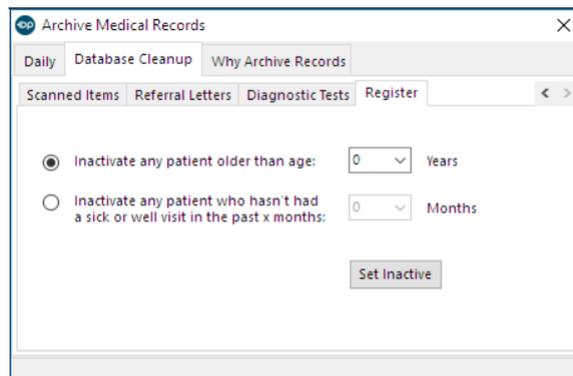
Set Register Update Criteria

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.**