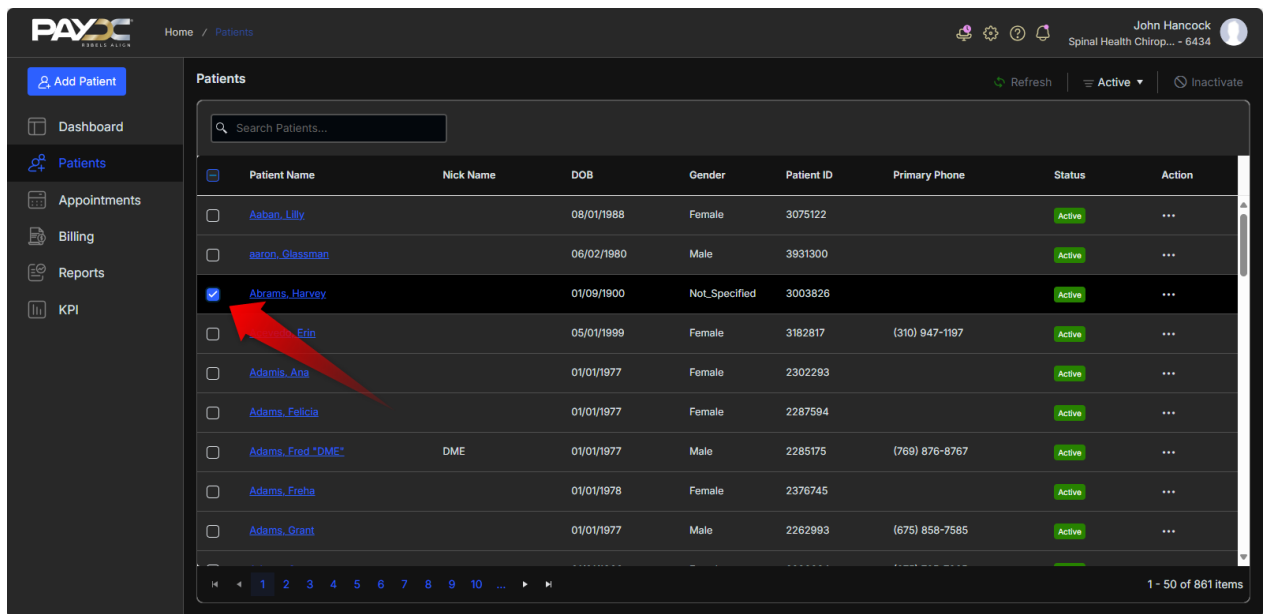
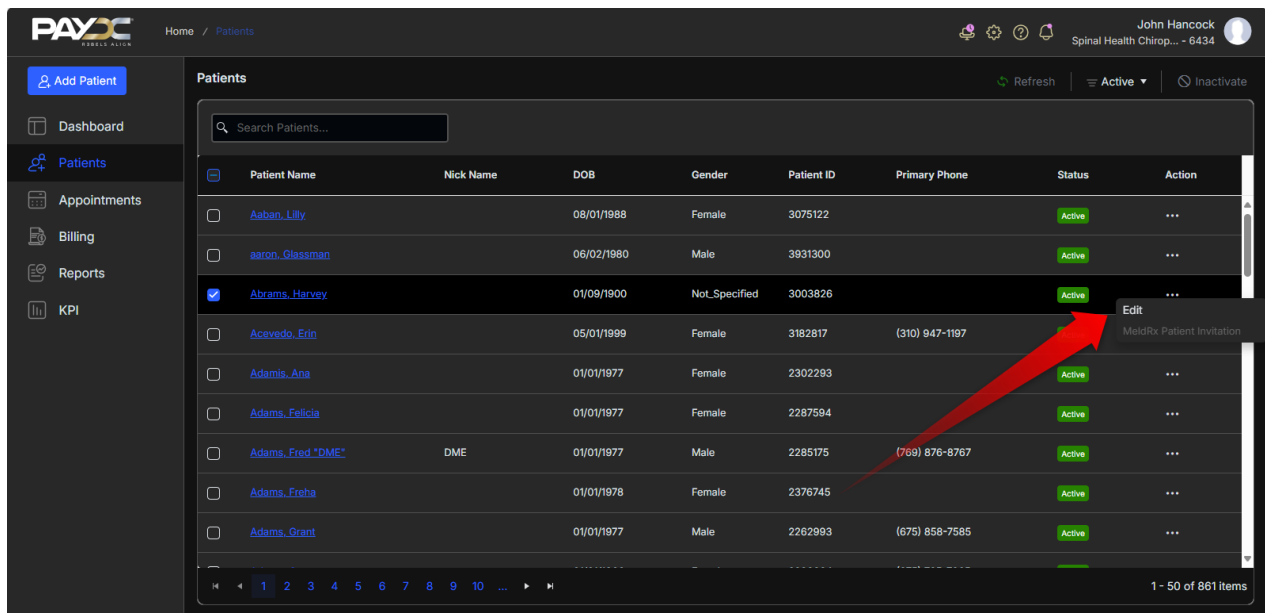


Mark a Patient Inactive

1. To mark a patient inactive, locate the patient from the Patient List. Click the box to the left of the patient's name.



2. On the right side of the row of the patient you wish to inactivate, click on the Action column and choose Edit.



3. You are now in the patient's demographic screen. Move to the upper right-hand corner to toggle the switch from Active to Inactive.

The screenshot shows the PAYDC Patient Demographics screen for Harvey Abrams. The patient's status is currently 'Active', indicated by a green toggle switch in the upper right corner. A red arrow points to this toggle switch. The screen displays various demographic fields such as First Name, Last Name, Date of Birth, Gender, Height, Weight, Social Security No., and Driving License No. The 'Patient Identification Info' section is expanded, showing these details. The 'Patient Details' tab is selected, and the 'Patient Contact Details' tab is also visible. The 'Deceased' checkbox is unchecked, and the 'Send Welcome Email' and 'Send Copy to Office' checkboxes are checked. The 'Patient is employed' and 'Patient is student' checkboxes are also checked. The 'Cancel' and 'Save' buttons are located at the bottom right of the form.

4. Move to the bottom right-hand corner and Save. This patient is now marked Inactive.

The screenshot shows the PAYDC Patient Demographics screen for Harvey Abrams. The patient's status is now 'Inactive', indicated by a grey toggle switch in the upper right corner. A red arrow points to this toggle switch. The 'Save' button at the bottom right of the form is highlighted with a red arrow, indicating it has been clicked. The patient's status is now 'Inactive', and the 'Patient Identification Info' section remains expanded. The 'Patient Details' tab is selected, and the 'Patient Contact Details' tab is also visible. The 'Deceased' checkbox is unchecked, and the 'Send Welcome Email' and 'Send Copy to Office' checkboxes are checked. The 'Patient is employed' and 'Patient is student' checkboxes are also checked. The 'Cancel' and 'Save' buttons are located at the bottom right of the form.