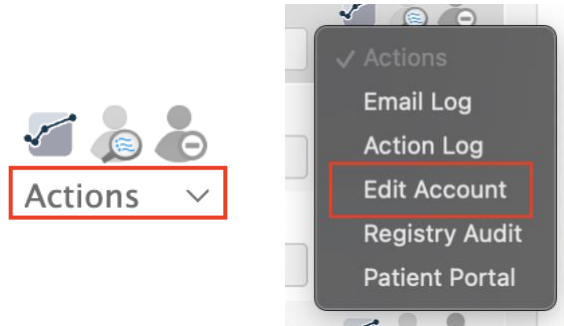


How to Deactivate a Patient and Input Date of Death

Step 1 – Navigate to the patient list and find the deceased patient.

Step 2 – On the right-hand side, open the drop-down menu by clicking “Actions” and then select “Edit Account”.



Step 3 – At the top of the screen on the right-hand side, click the “Deactivated” checkbox.

Edit Patient

Edit Patient

PatientId: 1745076 Deactivated

External Id:

First Name:*

Last Name:*

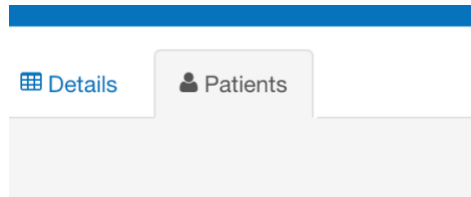
Step 4 – Scroll down to find “Date of Death” and input the date, if known.

Preliminary Cause of Death:

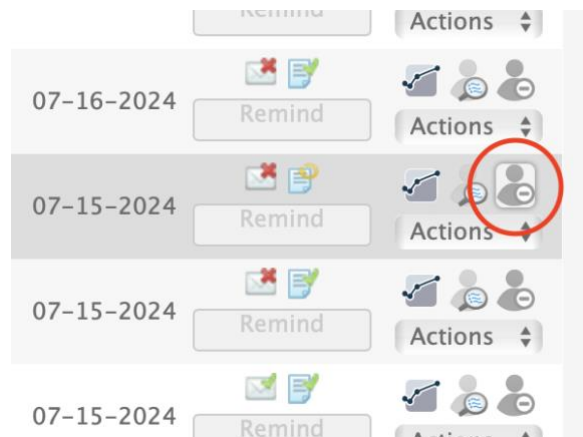
Date of Death:

Step 5 – Scroll to the bottom of the screen and click “Save Patient” to save the changes.

Step 6 – Navigate back to the patient list by clicking on the “Patients” tab at the top and find the deceased patient.



Step 7 – On the right-hand side, click on the person icon with the minus symbol.



Step 8 – Click on the “Withdraw” button and use the drop-down menu to select “Deceased”. Save your changes by clicking “Confirm Selection”.

Please use the options below for which action you would like to take on this patient. Read the buttons carefully, or click cancel to cancel.

