

# [Making a Referring Doctor Inactive](#)

Need to delete or remove an existing referring doctor? Read ahead to find out how we can make them **Inactive**.

1. Click on **Settings**



2. Then, **Referring Doctors**

[> Referring Doctors](#)

This will display a list of all the referring doctors you currently have.

3. Select the doctor you wish to make **Inactive** by clicking anywhere on their row in the list of doctors.

4. You will now see the details for this doctor, now click on **Edit** on the top right hand corner of the page. Simply untick the **Active** box next to **Status** as shown below.

A screenshot of a doctor's profile form. At the top right is an 'Edit' button. The form fields are: 'Type' (Specialist), 'Speciality' (Other), 'Email' (empty), 'Mobile' (- -), 'Created On' (12/03/2020), 'Birthdate' (empty with a calendar icon), and 'Status' (Active). The 'Status' field has a checkbox and the word 'Active' in green.

Now the doctor has been made **Inactive**; you will not find them when searching for them, and they will not appear on the list of **Referring Doctors**.

If you wish to view the doctor again, or make them **Active** again, simply tick the **Show Inactive** box from the **Referring Doctors** screen.

☒ Show Inactive

You will now be able to see the doctor, and you can edit them as per normal, including making them **Active** again.

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## Referring Doctors

To access a list of the referring doctors you have added into Fydo simply follow the below steps:

1. Click on **Settings**



2. Then, **Referring Doctors**

> Referring Doctors

This will display a list of all the referring doctors you currently have.

To **add** a referring doctor, click the yellow **Add Referring Doctor** button on the top right hand corner of your screen:

Add Referring Doctor

To **Edit** the details of an existing doctor, simply click **anywhere** along the row for that doctor, and you will be taken to the edit screen:

To get started editing, click on the **Edit** button on the top right hand corner of the page.

Edit

Whether you decided to **Add** a new Referring Doctor, or **Edit** an existing one, you will be met with the same screen:

## Referring Doctor Details

Number	13		Provider Number	123456AF	
Title	Dr				
First Name	Test				
Surname	Doctor				
Practice Name	The ACSS Test Practice				
Address	123 ACSS Street				
Suburb	HOME BUSH	NSW	2140		
Mailing Address					
Mailing Suburb					
Practice Phone	(04)1234-5678	Practice Fax	()-		
Practice Email	test.dr@test.com.au				

Type	GP		?
Speciality			
Email	test.dr@test.com.au		
Mobile	0412-345-678		
Alternate Phone1	( ) -	Alternate Phone2	( ) -
Created On	30/10/2023		
Birthdate	01/01/1990		
Status	<input checked="" type="checkbox"/> Active		

Simply fill out, or change the fields as needed.

Remember, the required fields for a referring doctor are:

- **Provider Number** - You can put a 0 if you do not have the number. Please note that you will need to enter it before submitting your claims, or you will run into rejections.
- **First Name and Surname**
- **Type (GP or Specialist)** - This affects the length of the referral, GP: 12 months, Specialist: 3 months.
- **Speciality (If Specialist is selected)**

While there are a few other fields, they are optional. You can also upload any Doctors files that may be applicable such as APHRA, Drivers Licence, etc.

Once you are happy with your changes, click the green **Save** button to lock them in.



Save

You are also able to **Create** and **Edit** referrals from within the **Patient Details**, should you wish to do so, please see our [Creating a Patient](#) wiki page.