

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, click on **Edit** on the top right-hand corner of the page. Simply untick the **Active** box next to **Status** as shown below.

SETTINGS > REFERRING DOCTORS > 3 - DOROUGH, HOWIE

Label Edit

Referring Doctor Details	
Number	3
Title	Dr
First Name	Howie
Surname	Dorough
Practice Name	
Address	
Suburb	
Mailing Address	
Mailing Suburb	
Practice Phone	
Practice Email	
Type	GP
Specialty	
Email	
Mobile	--
Alternate Phone1	() -
Created On	05/10/2022
Birthdate	
Status	<input checked="" type="checkbox"/> Active

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

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

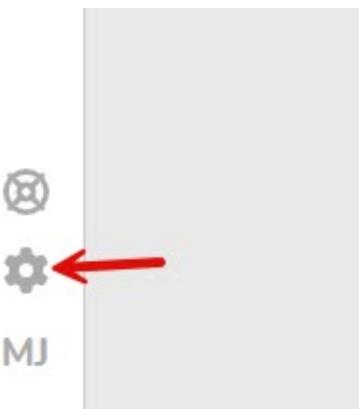
Show Inactive

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

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	123456AA
Title	Dr
First Name	Clark
Surname	Griswold
Practice Name	Dr Griswold's Medical Centre
Address	1 Long Street
Suburb	LEEDERVILLE
WA	6007
Mailing Address	
Mailing Suburb	
Practice Phone	(00)5555-6666
Practice Fax	()-
Practice Email	
Type	GP
Speciality	
Email	drgriswold@mypractise.com.au
Mobile	0400-111-222
Alternate Phone1	() -
Alternate Phone2	() -
Created On	11/11/2025
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.