

[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.

A screenshot of a web application showing the 'Referring Doctor Details' form. The breadcrumb trail at the top reads 'SETTINGS > REFERRING DOCTORS > 3 - DOROUGH, HOWIE'. In the top right corner are 'Label' and 'Edit' buttons. The form is divided into two main sections. The left section contains fields for: Number (3), Title (Dr), First Name (Howie), Surname (Dorough), Practice Name (dropdown), Address, Suburb, Mailing Address, Mailing Suburb, Practice Phone, Practice Fax, and Practice Email. The right section contains: Type (GP), Specialty (dropdown), Email, Mobile, Alternate Phone1, Alternate Phone2, Created On (05/10/2022), Birthdate, and Status (Active, with an unchecked checkbox). A question mark icon is next to the Type dropdown.

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.

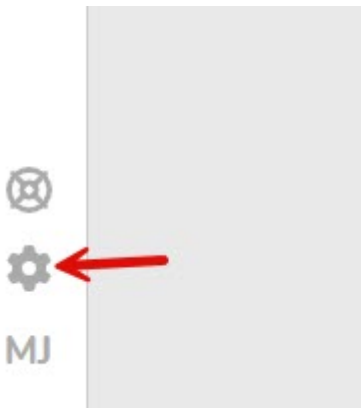
☒ Show Inactive

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

Provider 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

☒ 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.