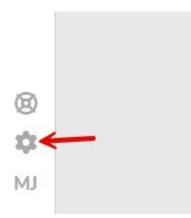
# **Making a Referring Doctor Inactive**

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.

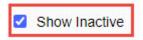
3. Select the doctor you wish to make **Inactive** by clicking anywhere on their row in the list of doctors.

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.

				Edit
Туре	Specialist		~ ?	
Speciality	Other		4	
Email				
Mobile				
Created On	12/03/2020			
Birthdate		Î		
Status	Active			

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.



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

# **<u>Referring Doctors</u>**

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:



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.



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

Referring Doctor Deta	ails						
Number	13	Provider	Number	123456AF			
Title	Dr						
First Name	Test						
Surname	Doctor						
Practice Name	The ACSS Test Practice						
Address	123 ACSS Street						
Suburb	HOMEBUSH	NSW		2140			
Mailing Address							
Mailing Suburb							
Practice Phone	(04)1234-5678	Practice Fax	0-				
Practice Email	test.dr@test.com.au					1.	

Туре	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	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 <u>Creating a Patient</u> wiki page.