

Deleting Digital IFC & HC21 from Preadmit Patient Portal

Log into the Preadmit **Hospital** Portal

1. Head to the **Signatures** tab
2. Search for the patient you require
3. Actions > Delete

The screenshot shows the Preadmit Patient Portal interface. The user is logged in as Kelsey Hills (Altura). The 'SIGNATURES' tab is selected, indicated by a red circle '1'. The interface includes a search bar with a red circle '2' and a 'View All' button. Below the search bar is a table of digital signatures. The table has columns for ID, Patient Name, Email, Date Created, Status, Date Signed, Export Status, Last Export Date, and Template. The 'Delete' action is highlighted in the 'Actions' column for the row with ID 174, indicated by a red circle '3'. The table data is as follows:

ID	Patient Name	Email	Date Created ↑	Status	Date Signed	Export Status	Last Export Date	Template	Action
178			20/04/2026 03:45 PM	Signed	20/04/2026 03:48 PM	Exported	20/04/2026 03:49 PM	Demo HC-21	Actions
177			20/04/2026 03:45 PM	Signed	20/04/2026 03:47 PM	Exported	20/04/2026 03:49 PM	Demo Insured IFC	Actions
175			15/04/2026 09:22 AM	Not Signed	-	Not Exported	-	Demo HC-21	Actions
174			15/04/2026 09:22 AM	Not Signed	-	Not Exported	-	Demo Insured IFC	Actions
150			10/03/2026 12:42 PM	Not Signed	-	Not Exported	-	Demo HC-21	Actions