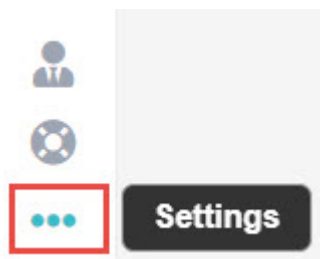


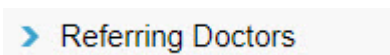
[Making a Referring Doctor Inactive](#)

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**



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

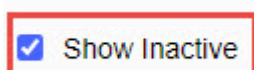
3. Select the doctor you wish to make **Inactive** by clicking anywhere on their row in the list of doctors.

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 details form. At the top right, there is a button labeled "Edit". Below this, the form contains several fields: "Type" (Specialist), "Speciality" (Other), "Email", "Mobile" (- -), "Created On" (12/03/2020), "Birthdate" (with a calendar icon), and "Status" (Active). The "Active" checkbox is highlighted with a red rectangular box.

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.