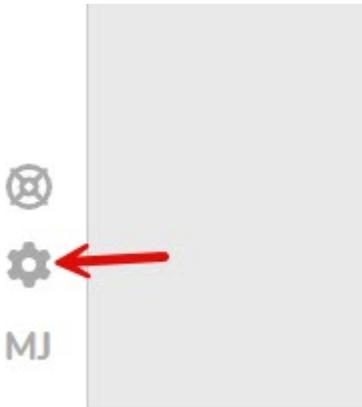


[Making a Referring Doctor Inactive](#)

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.

A screenshot of a doctor's profile form. The form has a light gray background and a white border. At the top right, there is an 'Edit' button. 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 'Status' field has a checkbox that is currently checked.

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.

Show Inactive

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