

# 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**



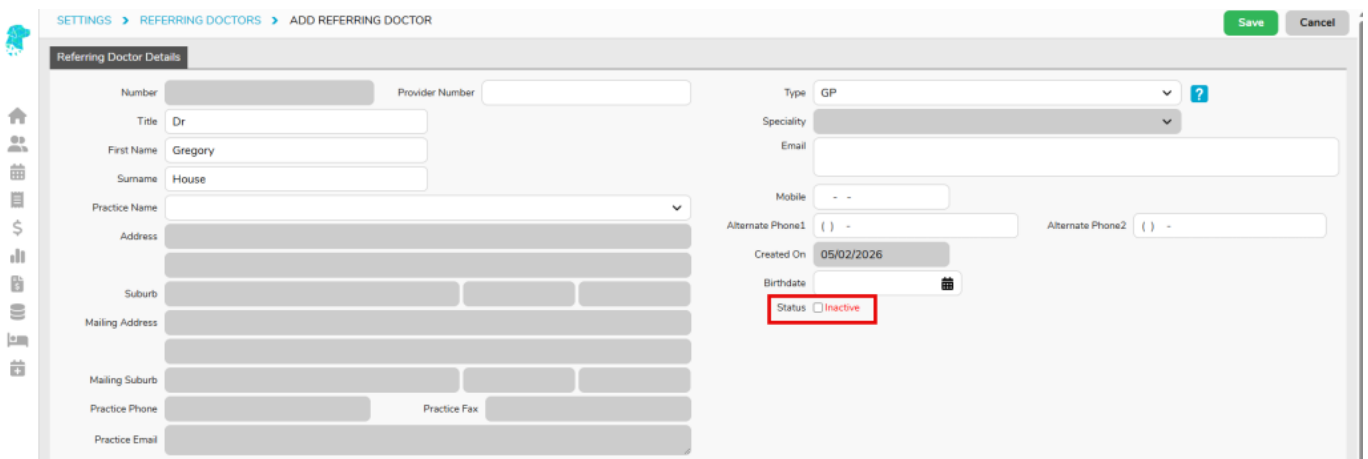
2. Then, **Referring Doctors**

> 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 interface for 'Referring Doctor Details'. The form contains various input fields for personal and professional information. On the right side, there is a 'Status' section with a checkbox labeled 'Inactive' which is currently unchecked and highlighted with a red box. Other fields include 'Number', 'Provider Number', 'Title', 'First Name', 'Surname', 'Practice Name', 'Address', 'Suburb', 'Mailing Address', 'Mailing Suburb', 'Practice Phone', 'Practice Fax', 'Practice Email', 'Type', 'Speciality', 'Email', 'Mobile', 'Alternate Phone1', 'Alternate Phone2', 'Created On', and 'Birthdate'. The breadcrumb trail at the top reads 'SETTINGS > REFERRING DOCTORS > ADD REFERRING DOCTOR'.

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.