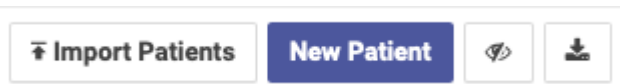


# Inactive Patients

Sometimes you need to prevent a patient from making appointments or for your receptionist from doing so. You can do this by making them "Inactive". Inactive patients cannot log in. Some patients will create a new account. They will not be able to use the same email address as an inactive (or active) patient.

## To make a patient inactive

- Go to their profile page in the admin.
- Choose the Edit tab in the Details / Edit tabs
- Find the toggle switches under the name fields
- Click Active, making sure it is in the "Off" position
- Save the details



The button to see all inactive patients

Patients of Sunshine Acupuncture

Patients										<div>Import PatientsNew Patient</div>	
PX	New	First	Last	Email	Birthdate	Apts	Tkns	Credit	Intake		
		[34] Captain	Hook	hook@disney.com	December 31, 1969	10	15	\$ 60.00	—		
		[44] Ann G	Smit	asmit@disney.com	—	1	4	\$ 0.00	—		

Showing the inactive patients.



## Patient Toggle Switches