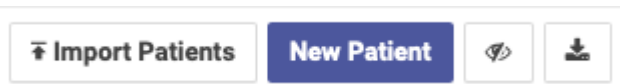


# Inactive Patients

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										Import Patients		New Patient	Eye Icon	Download Icon
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