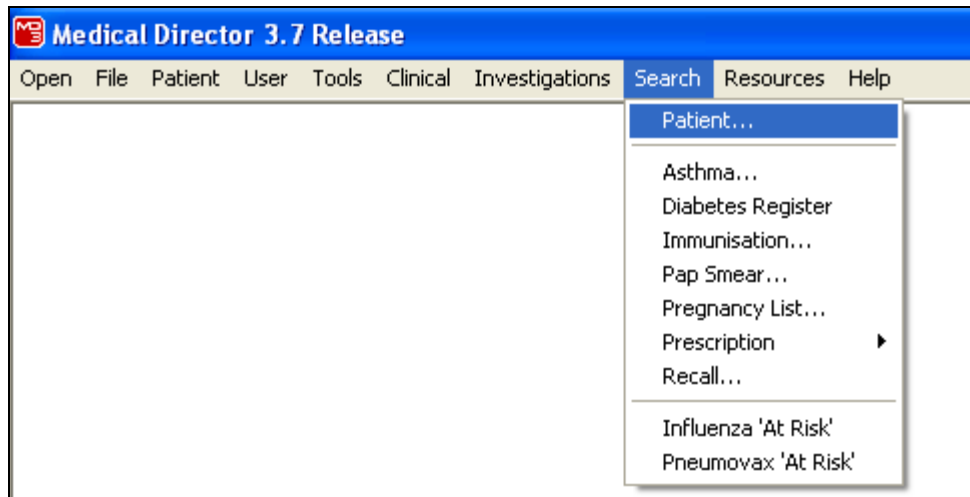


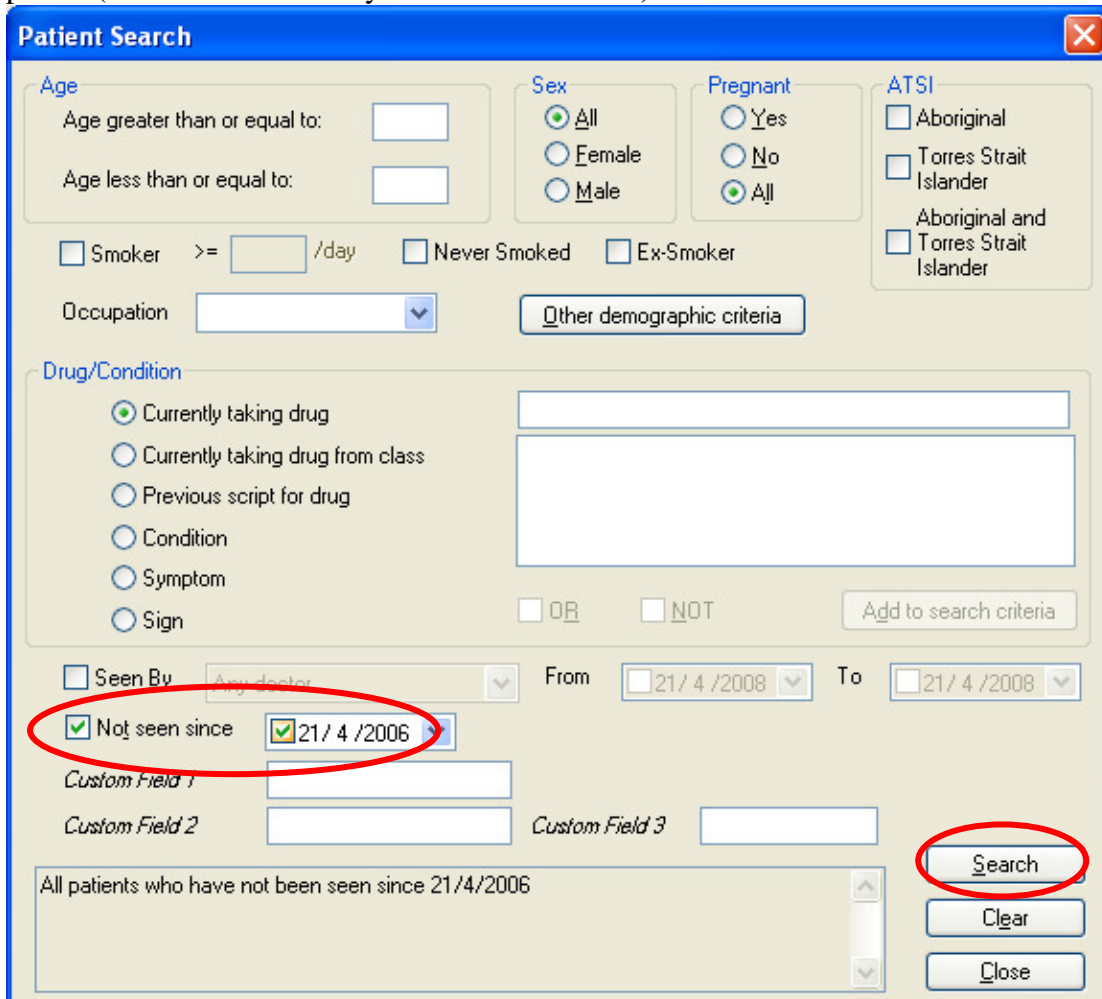
How to bulk archive patients in MD3.7

Note: This feature is not available in earlier versions of Medical Director.

1. Click on Search - Patient



2. The screen below will appear. Tick “**Not seen since**” and enter the relevant time period (or whatever criteria you would like to use). Click “**search**”



Patient Search

Age
 Age greater than or equal to:
 Age less than or equal to:

Sex
 All
 Female
 Male

Pregnant
 Yes
 No
 All

ATSI
 Aboriginal
 Torres Strait Islander
 Aboriginal and Torres Strait Islander

Smoker >= /day Never Smoked Ex-Smoker

Occupation

Drug/Condition
 Currently taking drug
 Currently taking drug from class
 Previous script for drug
 Condition
 Symptom
 Sign

OR NOT

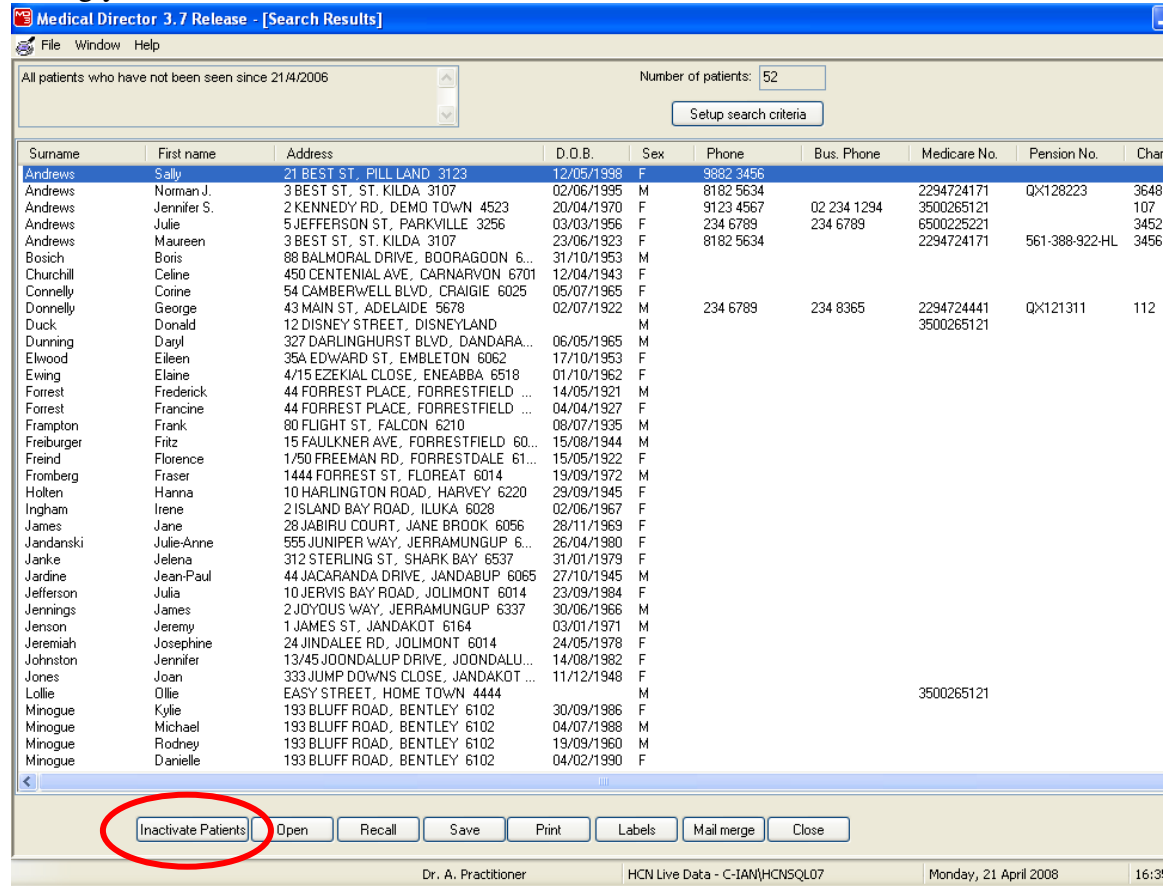
Seen By From To

Not seen since 21/4/2006

Custom Field 1
 Custom Field 2 Custom Field 3

All patients who have not been seen since 21/4/2006

3. A list of patients will appear. Click on **“inactivate patients”**. A box will appear asking you to confirm.



Medical Director 3.7 Release - [Search Results]

All patients: who have not been seen since 21/4/2006 Number of patients: 52

Setup search criteria

Surname	First name	Address	D.O.B.	Sex	Phone	Bus. Phone	Medicare No.	Pension No.	Char
Andrews	Sally	21 BEST ST, PILL LAND 3123	12/05/1988	F	9882 3456				
Andrews	Norman J.	3 BEST ST, ST. KILDA 3107	02/06/1995	M	8182 5634		2294724171	QX128223	3648
Andrews	Jennifer S.	2 KENNEDY RD, DEMO TOWN 4523	20/04/1970	F	9123 4567	02 234 1294	3500265121		107
Andrews	Julie	5 JEFFERSON ST, PARKVILLE 3256	03/03/1956	F	234 6789	234 6789	6500225221		3452
Andrews	Maureen	3 BEST ST, ST. KILDA 3107	23/06/1923	F	8182 5634		2294724171	561-388-922-HL	3456
Bosich	Bois	88 BALMORAL DRIVE, BOORAGOON 6...	31/10/1953	M					
Churchill	Celine	450 CENTENIAL AVE, CARNARVON 6701	12/04/1943	F					
Connelly	Corine	54 CAMBERWELL BLVD, CRAIGIE 6025	05/07/1965	F					
Donnelly	George	43 MAIN ST, ADELAIDE 5678	02/07/1922	M	234 6789	234 8365	2294724441	QX121311	112
Duck	Donald	12 DISNEY STREET, DISNEYLAND		M			3500265121		
Dunning	Daryl	327 DARLINGHURST BLVD, DANDARA...	06/05/1965	M					
Elwood	Eileen	35A EDWARD ST, EMBLETON 6062	17/10/1953	F					
Ewing	Elaine	4/15 EZEKIAL CLOSE, ENEABBA 6518	01/10/1962	F					
Forrest	Frederick	44 FORREST PLACE, FORRESTFIELD ...	14/05/1921	M					
Forrest	Francine	44 FORREST PLACE, FORRESTFIELD ...	04/04/1927	F					
Frampton	Frank	80 FLIGHT ST, FALCON 6210	08/07/1935	M					
Freiburger	Fritz	15 FAULKNER AVE, FORRESTFIELD 60...	15/08/1944	M					
Freind	Florence	1/50 FREEMAN RD, FORRESTDALE 61...	15/05/1922	F					
Fromberg	Fraser	1444 FORREST ST, FLOREAT 6014	19/09/1972	M					
Holten	Hanna	10 HARLINGTON ROAD, HARVEY 6220	29/09/1945	F					
Ingham	Irene	2 ISLAND BAY ROAD, ILUKA 6028	02/06/1967	F					
James	Jane	28 JABIRU COURT, JANE BROOK 6056	28/11/1969	F					
Jandanski	Julie-Anne	555 JUNIPER WAY, JERRAMUNGUP 6...	26/04/1980	F					
Janke	Jelena	312 STERLING ST, SHARK BAY 6537	31/01/1979	F					
Jardine	Jean-Paul	44 JACARANDA DRIVE, JANDABUP 6065	27/10/1945	M					
Jefferson	Julia	10 JERVIS BAY ROAD, JOLIMONT 6014	23/09/1984	F					
Jennings	James	2 JOYOUS WAY, JERRAMUNGUP 6337	30/06/1966	M					
Jenson	Jeremy	1 JAMES ST, JANDAKOT 6164	03/01/1971	M					
Jeremiah	Josephine	24 JINDALEE RD, JOLIMONT 6014	24/05/1978	F					
Johnston	Jennifer	13/45 JOONDALUP DRIVE, JOONDALU...	14/08/1982	F					
Jones	Joan	333 JUMP DOWNS CLOSE, JANDAKOT ...	11/12/1948	F					
Lollie	Ollie	EASY STREET, HOME TOWN 4444		M			3500265121		
Minogue	Kylie	193 BLUFF ROAD, BENTLEY 6102	30/09/1986	F					
Minogue	Michael	193 BLUFF ROAD, BENTLEY 6102	04/07/1988	M					
Minogue	Rodney	193 BLUFF ROAD, BENTLEY 6102	19/09/1960	M					
Minogue	Danielle	193 BLUFF ROAD, BENTLEY 6102	04/02/1990	F					

Inactivate Patients Open Recall Save Print Labels Mail merge Close

Dr. A. Practitioner HCN Live Data - C-IAN\HCNSQL07 Monday, 21 April 2008 16:38

4. Run your data extraction tool again and compare the new results with the previous ones. You may be pleasantly surprised.