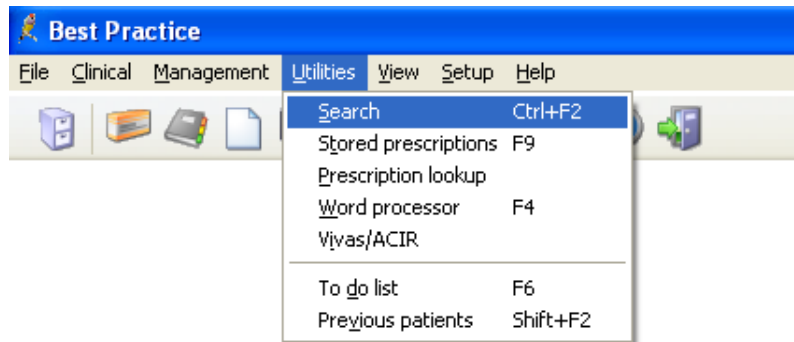


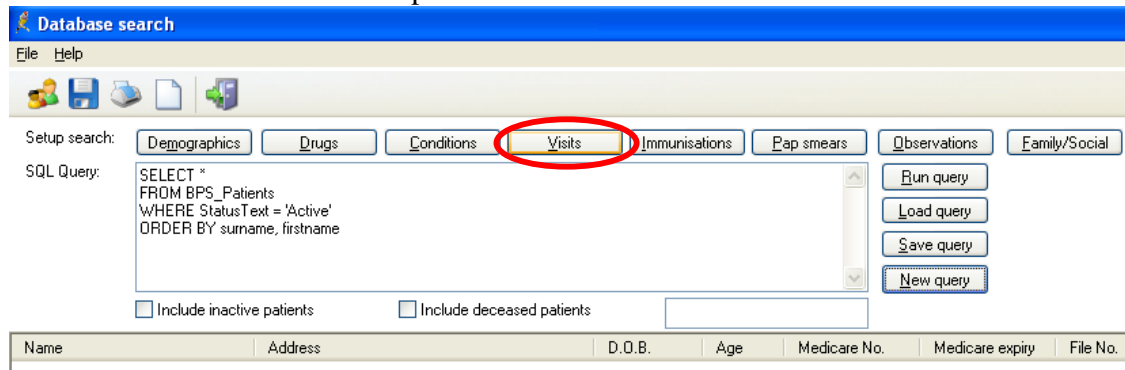
How to bulk archive patients in one hit in Best Practice

Best Practice has recently included a feature in their new version to allow practices to archive a large number of patients in one hit. Follow the instructions below.

1. Click on **Utilities - Search**

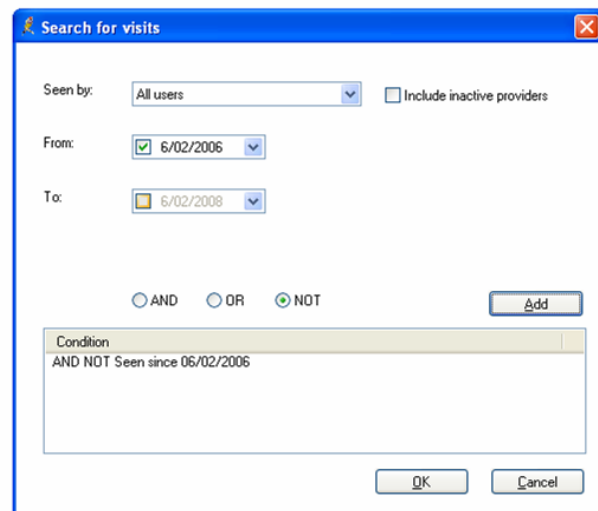


2. The screen below will appear. Click on **“Visits”** if you want to archive patients who have not been seen for a certain period of time.

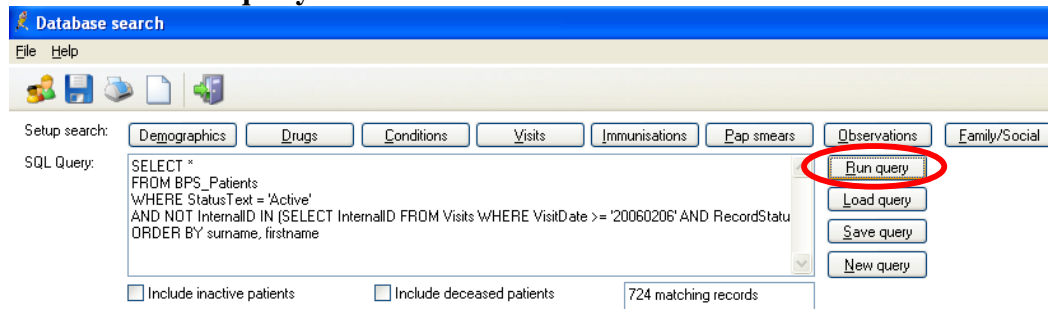


3. The screen below will appear. In this case, a search was conducted for all those patients who have not been seen in the past two years (ie. since 6 Feb 2006). So:

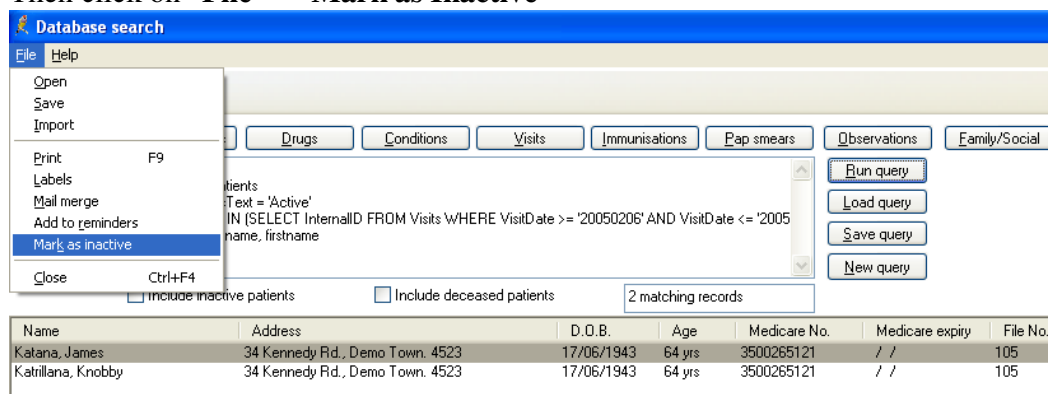
- select your **“from”** date and
- select **“NOT”**,
- click **“Add”**.
- Click **“OK”**.



4. Click on “Run query”.



5. The records matching your query will appear. Then click on “File” – “Mark as Inactive”



6. A confirmation box will appear. Click “yes” if you are happy to mark all the patients in the list as inactive.

