Deleting a Document
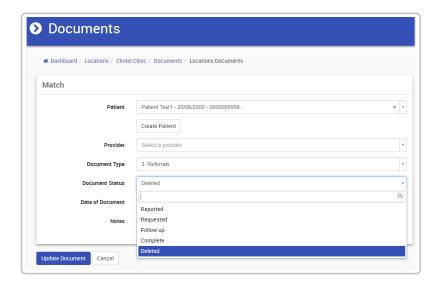
To comply with best medical practice, documents attached to patients cannot be deleted.

In order to delete an unmatched document, it should be matched to a patient(test patient in the system) first.

To do this ,

1. **Dashboard** → **Location** → Select the Location → **Documents** → **Unmatched Documents** → **Match**

2. Select the test patient

3. Select the provider

4. Select the **Document Status** as **Deleted**.

5. **Update Document**.