

Deleting a Document

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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**.

The screenshot shows a web application interface for matching documents. The main header is 'Documents'. Below it is a breadcrumb trail: 'Dashboard / Locations / Clintel Clinic / Documents / Locations Documents'. The 'Match' section contains the following fields:

- Patient:** A text field with the value 'Patient Test1 - 20/06/2000 - 0000000958 -' and a 'Create Patient' button.
- Provider:** A dropdown menu with the text 'Select a provider'.
- Document Type:** A dropdown menu with the value '3. Referrals'.
- Document Status:** A dropdown menu with the value 'Deleted' selected. The dropdown list is open, showing options: Deleted, Reported, Requested, Follow up, Complete, and Deleted (highlighted).
- Date of Document:** A text field with a search icon.
- Notes:** A text area.

At the bottom of the form are two buttons: 'Update Document' and 'Cancel'.

5. **Update Document.**