

Make Referral Inactive

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1. [Search](#) for a patient.
 2. Click **Show**.
 3. In the Main Menu, click **Referrals**.
 - a. Any existing referrals will be visible on the screen.
 - b. Note: To disable an expired referral - access the referral under the **History** tab.
 4. Select the **Show** button, next the Referral you wish to make inactive.
 - a. The referral details will display.
 5. Click **Edit**.
 6. Select the **Disabled** (check box - True/yes/checked).
 7. Click **Update Referral**.
 - a. A green successful message will display – Referral was successfully updated.
 8. The Referral Status is Inactive, and the Recipient status is No Copy.
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