

Deleting Patient Files

HEALTHone™ moves files in the *Patient Selector* window to the *Deleted Patient Selector* window. The deleted patient files can be viewed in the *Deleted Patient Selector*. If files are subsequently deleted from the *Deleted Patient Selector* window they will be deleted permanently

Deleted patients can be restored from the *Deleted Patient Selector* back to the *Patient Selector* in cases where they have been deleted in error.

Deleting A Patient File

Locate the patient in the Patient Selector Select the patient (do not open the file) by clicking once on the patients name. Press the **Delete** key. Answer **OK** when prompted.

Alternatively, select the **Delete** Patient Selector button at the bottom of the screen.

- Patient removed from the Patient Selector window.

Viewing Deleted Patient Files

Right click anywhere in the Patient Selector and select **Show deleted patients** from the menu.

- Deleted Patient Selector appears.

Deleted patient files cannot be opened - if this is necessary, restore the file to the active Patient Selector. See next topic.

Re-Viewing Active Patient Files

Right click anywhere in the Deleted Patient Selector and select **Show active patients** from the menu.

- Active Patient Selector re-appears.

Restoring Deleted Patient Files

Select the patient file in the *Deleted Patient Selector*
Click on the **Restore** Patient Selector button at the bottom of the screen. Answer **OK** when prompted.

Permanently Deleting a Patient File

Select the patient in the *Deleted Patient Selector*
Click on the **Delete** Patient Selector button at the bottom of the screen.
Answer **Yes** when prompted.