

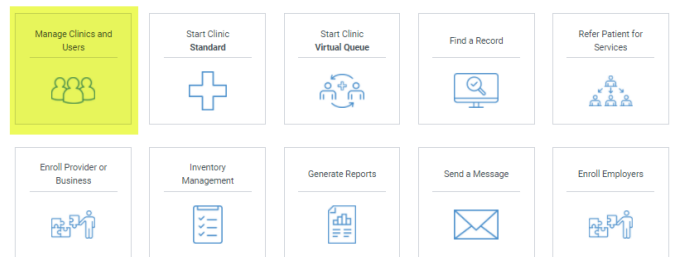
Summary

Administrators and Lead Staff can Delete Records in the system if there are duplicate records identified or if the patient requests that they be removed from the clinic

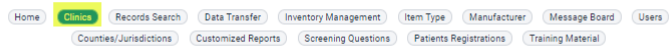
Key Steps

Step 1: Delete records

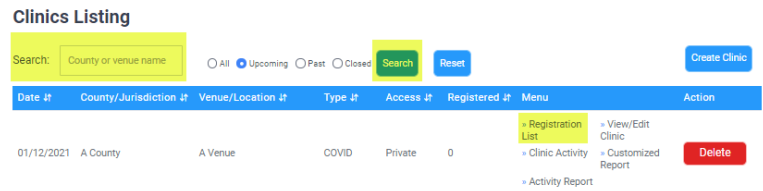
- a. From the **PrepMod Home Screen**, click **“Manage Clinics and Users”**



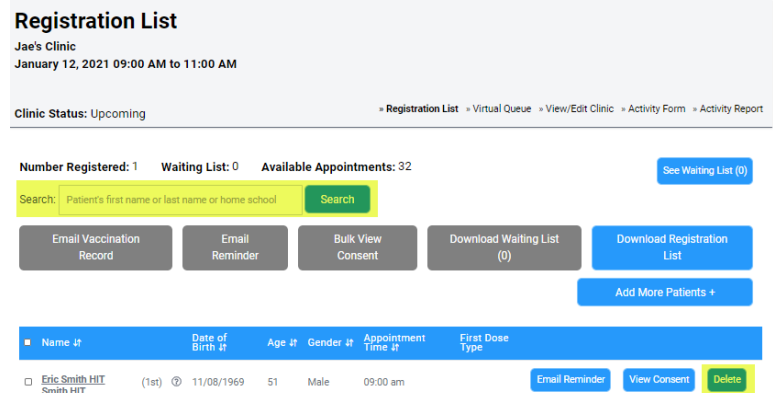
- b. From the Menu Bar, click **Clinics**



- c. Find the corresponding clinic by searching for the clinic in the **Search** field. Select the **Registration List** in the clinic’s row



- d. Locate the patient by scrolling through the list or by entering part of their name in the **Search** field. Select **Delete** in the Patient’s row



- e. Select Delete in the confirmation dialog that displays

Are you sure you want to delete this patient (Eric Smith HIT Smith HIT) from the clinic? You will not be able to recover once you have deleted.



Additional Resources

- PrepMod User Manual
- PrepMod Clinic Activity Report
- PrepMod Clinic Day Tasks
- PrepMod Clinic Planning
- PrepMod In Clinic Handbook