



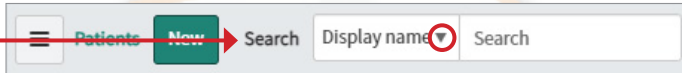
# Quick Reference Guide

## Selecting a Patients Profile

1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.



2. Ensure the global search drop down at the top of the Patients page is set to 'Display name'.



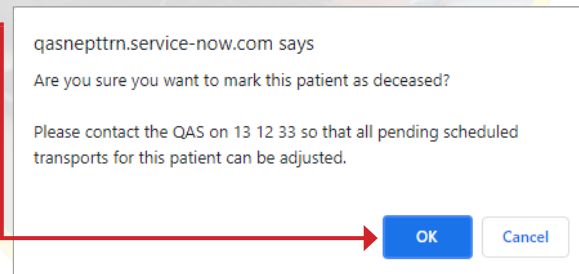
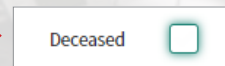
3. Search for and select the patients name who's details need to be updated. **Remember**, check the date of birth matches the patient required before selecting.



## Marking a Patient Deceased

Ensure the patient profile selected matches the patient who is deceased as this process is irreversible.  
[Confirm name, date of birth and contact number]

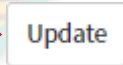
1. Select the 'Deceased' check box.
2. Select 'OK' to confirm you want to mark this patient as deceased. Select 'Cancel' to return to the patients profile page.
3. Select 'Update' to save the changes.
4. Contact QAS on 13 12 33 to advise of the patients passing and to arrange the cancellation of all pending scheduled transports.



## Deactivate/Activate a Patients Profile

### Deactivate Profile

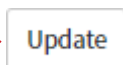
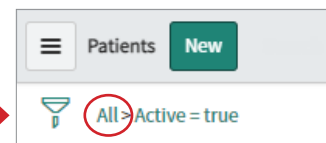
1. Cancel all active trips before deactivating the patients profile.
2. Deselect the 'Active' check box.
3. Select 'Update' to save the changes.



\* The patients profile will no longer show in the 'Patients' display window and will not be selectable for any new transport requests.

### Activate Profile

1. Click on the 'All' breadcrumb from within the 'Patients' display window, to view all profiles including deactivated.
2. Select the 'Patient name' being reactivated.
3. Select the 'Active' check box.
4. Select 'Update' to save the changes.



\* The patients profile will now show in the 'Patients' display window and will be selectable for any new transport requests.