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Archiving and unarchiving patients in DoseMeRx

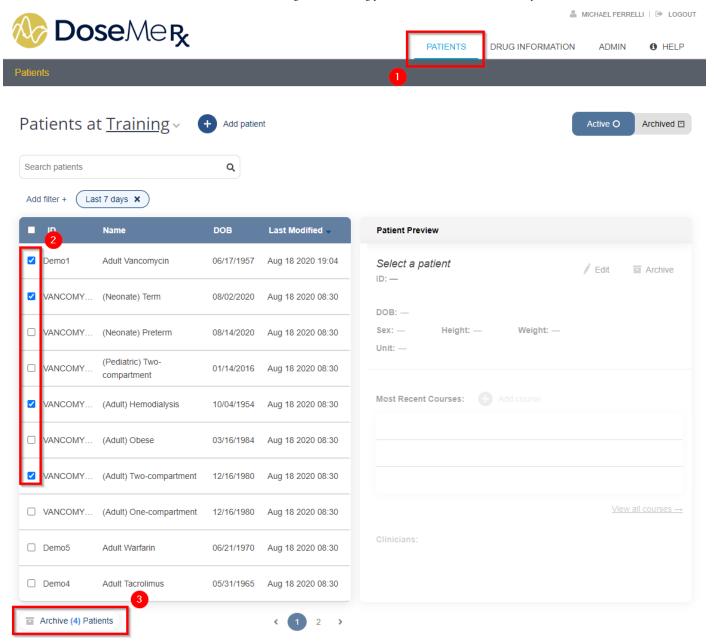
How do I archive and unarchive patients?



Written by Sharmeen Roy, PharmD, BCPS Updated over a week ago

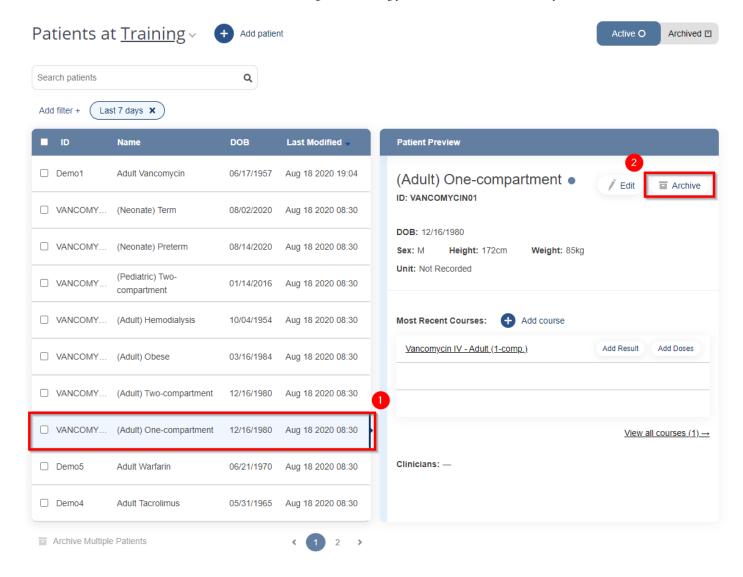
To archive one or more patients from your active patient list:

- 1. Select the patient's tab to display current active patients inside of DoseMeRx
- 2. Select one or more patients from active patients list
- 3. Select the 'Archive Patients' button at the bottom of the list.



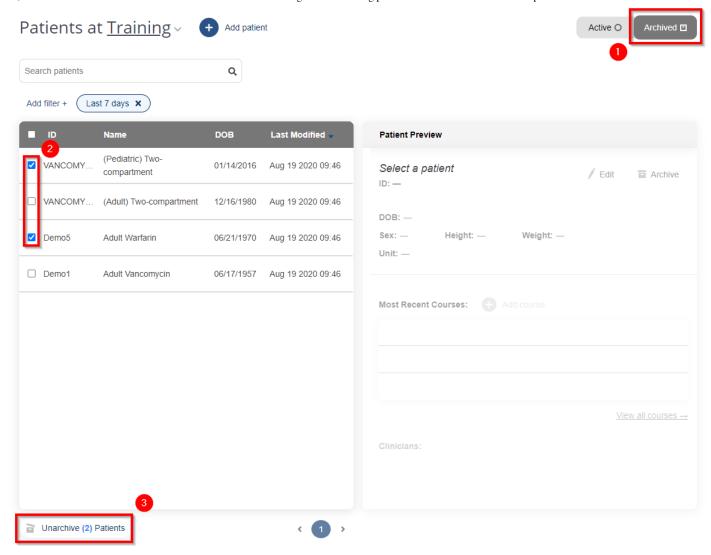
You have the ability to archive a single patient from the patient preview display. To archive a single patient from the Patient Preview:

- 1. Select the patient you would like to archive to display the Patient Preview
- 2. Select the archive patient button on the right-hand side of the Patient Preview display.



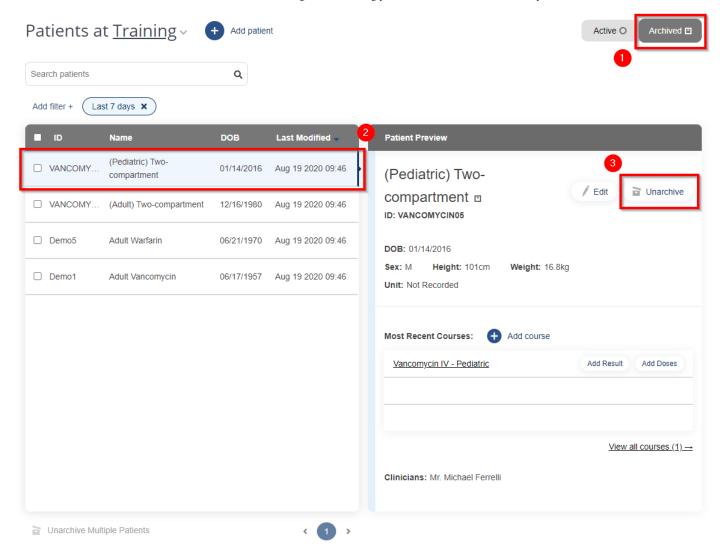
To unarchive one or more patients from your archived patient list:

- 1. Switch to archived patients view
- 2. Select one or more patients from archived patients list
- 3.select the 'Unarchive patients' button at the bottom of the list.



You have the ability to unarchive a single patient from the patient preview display. To unarchive a single patient from the Patient Preview:

- 1.Switch to Archived Patients list
- 2. Select the patient you would like to unarchive
- 3. Select the unarchive patient button on the right-hand side of the Patient Preview display.



Did this answer your question?









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