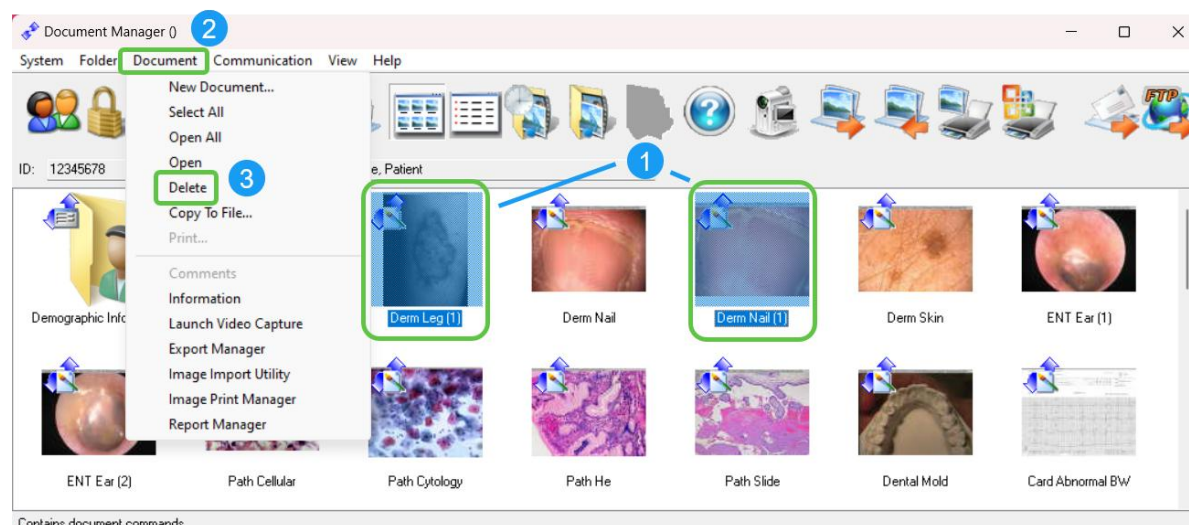


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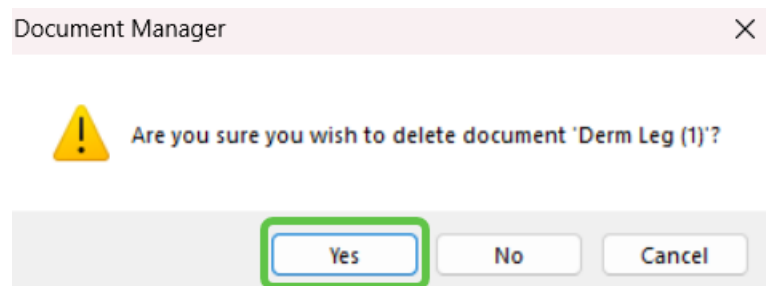
How to delete Content from a Patient Folder

Select the content to be deleted. Once the content has been selected, **Click the Document menu**, then **Click Delete**.

Note: The **Demographics Information** form can only be removed once all the other documents have been deleted. It must be the last document to be deleted.

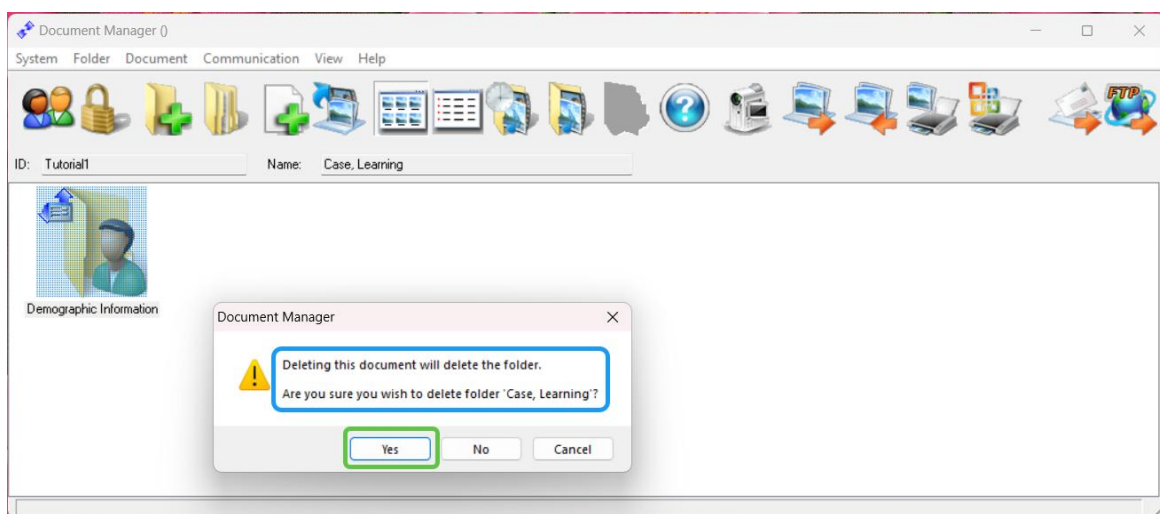
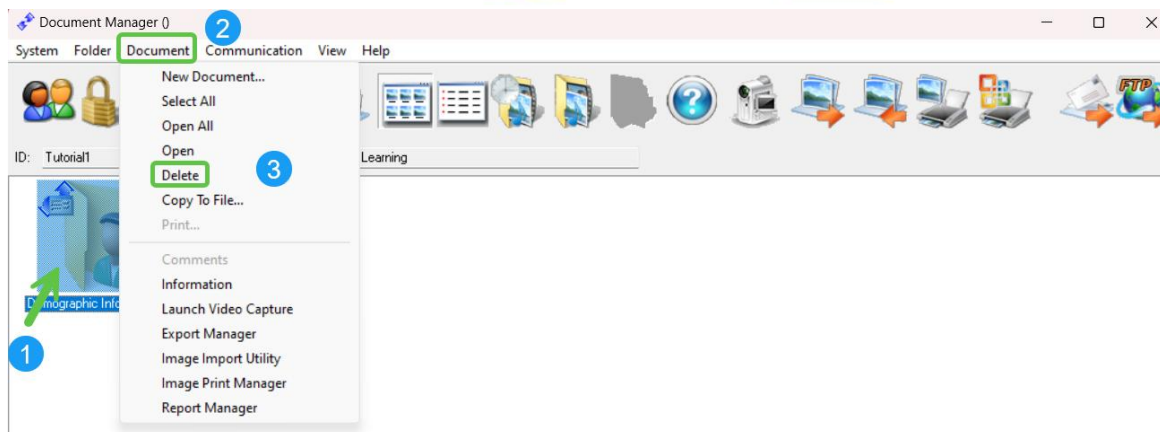


A confirmation dialog box will be displayed for each selected item that is being deleted.

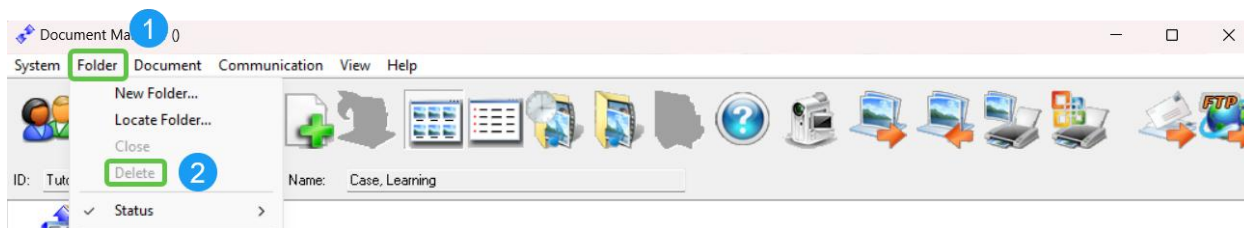


How to delete a Patient File

It is a two-step process to delete a Patient folder. First, follow the instructions above and delete all the content within the Patient's folder, except the Demographics Information form. Lastly, delete the Demographics Information form. If the Patient folder was created using our default demographics form, the Patient folder will be automatically deleted.



If the Patient folder was created with a different form, once the folder is empty, **Click Folder**, then **Click Delete**.





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