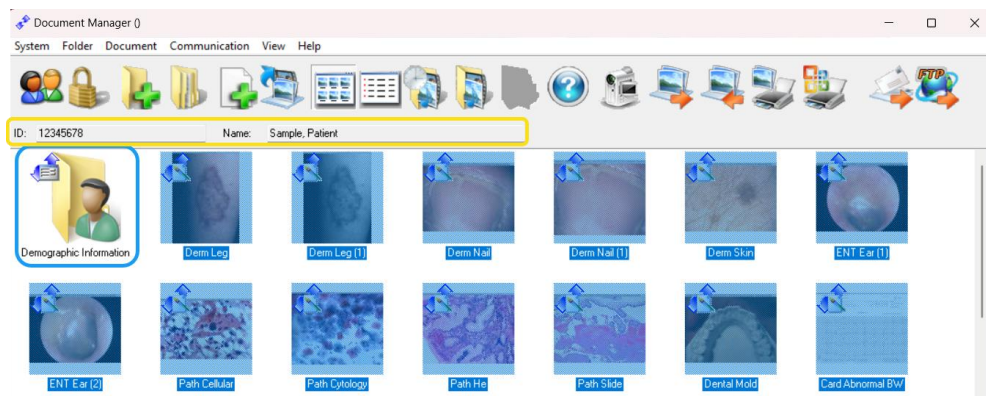


Second Opinion Professional

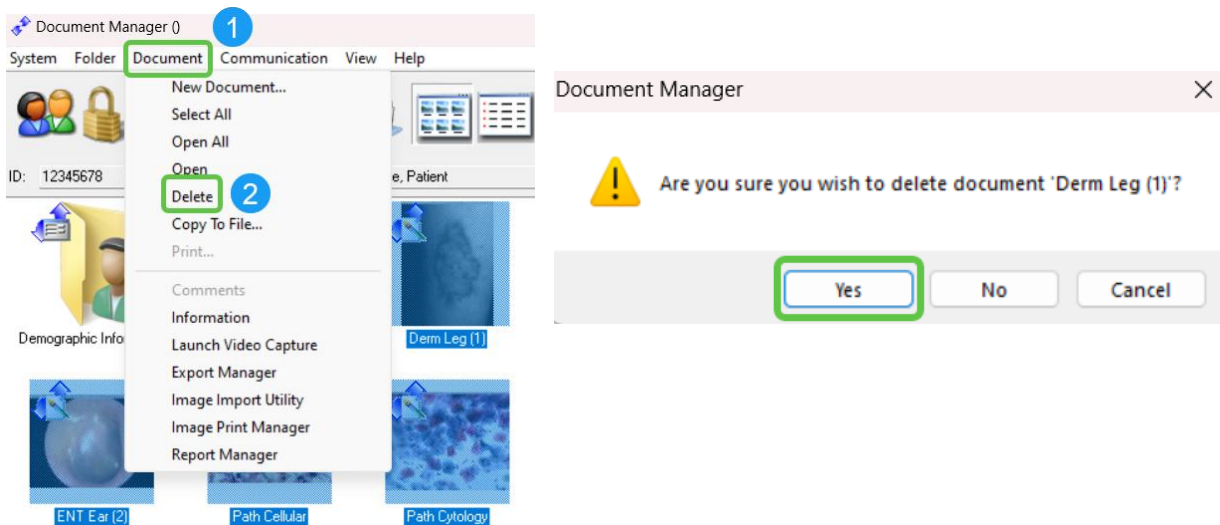
How to Delete a Patient Folder

Note: Second Opinion Professional will not allow you to Delete a Patient Folder if there are Documents contained in that Folder.

Open the desired Patient Folder and select all the Documents in the folder except for the Demographics Information form.



Next, **Click the Document menu and Select Delete.** It will then ask for delete confirmation for each selected Documents.

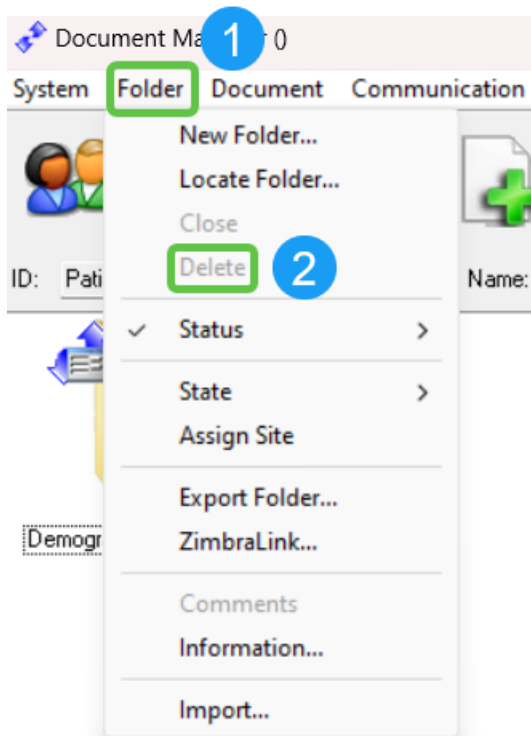


Note: If the Delete choice is grayed out, the logged-in User may not have the Delete Privilege. Try logging in with a User with Admin Privileges.



Once all other Documents are deleted, Select the Demographics Information form and delete it. Deleting this last document should also delete the Patient Folder.

If the Patient Folder does not automatically delete, Click the Folder menu and Select Delete. This will Delete the Patient Folder.



For More Information or Technical Support, Give Us a Call

Second Opinion Telemedicine Solutions, Inc.

310-802-6300

www.sotelemed.com

corp@sotelemed.com

