

24 How do I archive a patient?

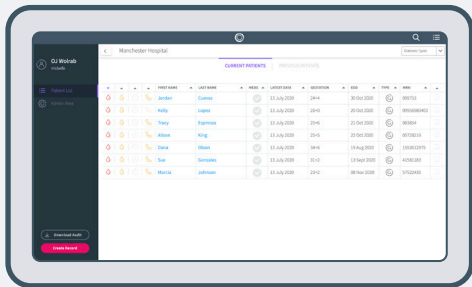
Ref: CORP-052-01

Task: Archive a patient from the 'Current Patient' list

Previous actions taken: Login to GDM-Health desktop app / complete treatment details

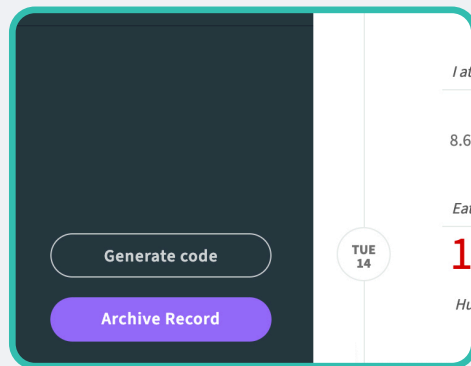
Step 1

Select the patient who's record you would like to archive from the list after they have delivered the baby.



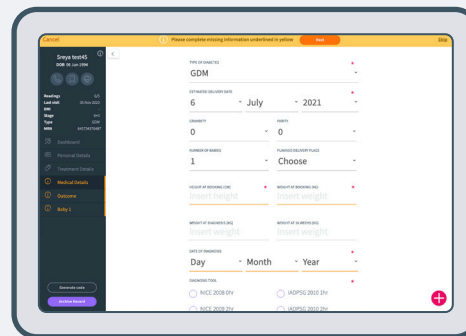
Step 2

Click **Archive Record**.



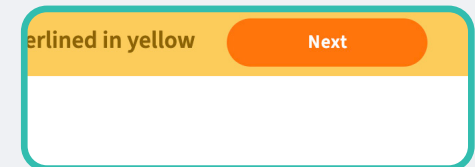
Step 3

Complete any missing information highlighted in the patient record.



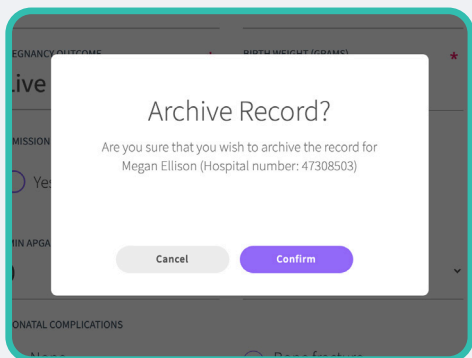
Step 4

Clicking **Next** in the yellow banner will move you to each field needing to be completed.



Step 5

Click **Confirm** in the Archive Record pop-up window.



Step 6

The patient will then appear in the **Previous Patients** list.

At this stage, information for this patient cannot be changed.

