

Disable a doctor

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To disable a doctor in Zedmed, you must make their profile unavailable so they are no longer visible and make their Zedmed login inactive. You will also need to check their appointments and results inbox.

Step 1: Reassign affected Results

Go to the Results Inbox and select the doctor's name in the **User** field to display that doctor's results. Any results will need to be reassigned to the appropriate doctors. Results for tests returned after the Doctor was disabled, will be returned to the patient's file and shown in the results inbox.

To learn more, see the Action Results guide.

Step 2: Reschedule affected Appointments.

Run the Appointments Report for the doctor to see who they have appointments with and when. Reschedule the affected appointments.

Step 3: Make the doctor's profile unavailable.

To update the doctor's profile:

- 1. Go to Zedmed's Management tab.
- 2. Select Practice Setup then Doctors > Find Treating Doctors.

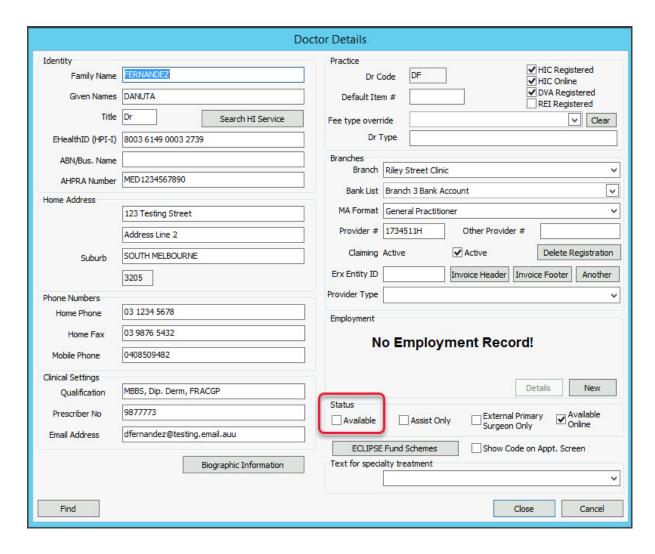
The Find Doctor Detail screen will open.

3. Use the drop-down by **Dr Code** to select the doctor's initials.

The doctor's profile will open.

- 4. Under the Status section, remove the tick from Available.
- 5. Select **Close** to save the change.

This doctor's profile will no longer be visible in Zedmed.



Step 4: Make the doctor's Zedmed account inactive

For Zedmed Cloud users, submit a request for the account to be disabled using the disable user request form.

To disable the Zedmed login:

- 1. Go to Zedmed's Utilities tab.
- 2. Select Security.

The **Zedmed Security Roles and User** screen will open at the **Staff** tab.

- 3. Select the doctor.
- 4. Right-click their name.
- 5. Select Make Inactive.
- 6. Select **Close** to save the change.

