## How to find your inactive patients?

07/24/2024 5:10 pm EDT

You are not able to delete a patient in DrChrono, but you can make them inactive. You can find out how to do that by going here. When a patient is set to inactive they will no longer show in your patient list.

If you would like to see the list of inactive patients please follow the below steps.

1. Go to **Patients** > **Patient List**.

Patients Reports
PATIENT
Patient List
Consent Forms
Patient Flags
Patient Groups
Send Email
Send Referral

2. Click on the More Filters button at the top right corner of your screen.

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	PATIENT		_								
Manage your	Patient List	nts	?					Bulk Import	QRDA I Import	Export (CSV)	Export (C-P
	Consent Forms	<u> </u>									
Patient search	Patient Flags										More Filters

3. Select **Inactive Patients Include** having the inactive patients included in your list with all of your active patients. If you would like to view **only** inactive patients, select **Inactive Patients Only**.

